NOVEMBER 1955

The Office

Magazine of

MANAGEMENT • EQUIPMENT • METHODS

Training Needs of Office Personnel • East German Offices
Procedure Charting • Combined Billing & Accounts Receivable

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WILLIAM SCHULHOF, *Publisher*

WILLIAM R. SCHULHOF, *Editor* JAMES GORMAN, *Managing Editor*
THE OFFICE is published on the first of every month by Office Publications Company, 232 Madison Avenue, New York 16, N. Y. Telephone: LExington 2-2245.
Cables: Wilhof, New York.

Chicago Office: Civic Opera Building, 20 North Wacker Drive, Chicago 6, (Fred E. Zindler) ANdover 3-2668.

SUBSCRIPTION: One Year $3, Two Years $5, to U. S. and Possessions.
To All Other Countries, One Year $4, Two Years $6.
Also publishers of the annual export editions:
LA OFICINA and OFFICE EQUIPMENT EXPORTER.

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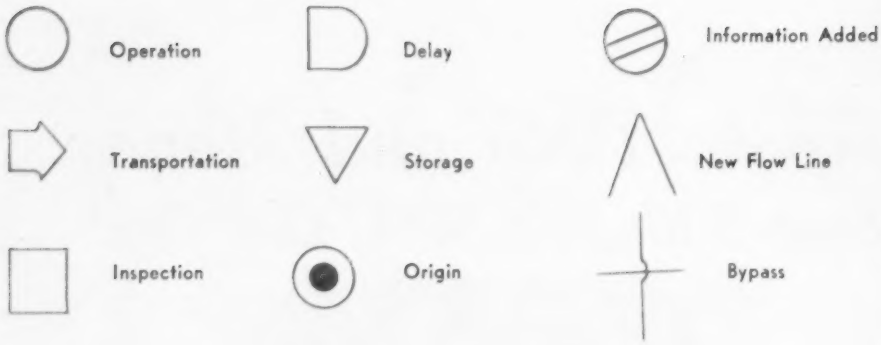
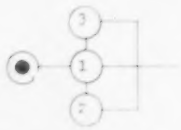


SYMBOLS USED IN PROCESS CHARTING.

The origin of a multi-copy form with the flow lines established for each copy.



The flow lines are combined when all copies flow together through a number of the same stages in processing.

One item, or copy, affected by another. In this instance, information from one copy is added to another copy.

The origin of another item as the result of something already in the system.

Copies or items processed together through a few stages of the system. If necessary, a bypass should be made on the vertical line.

A deviation from normal processing is identified and followed specifically until it rejoins the normal.

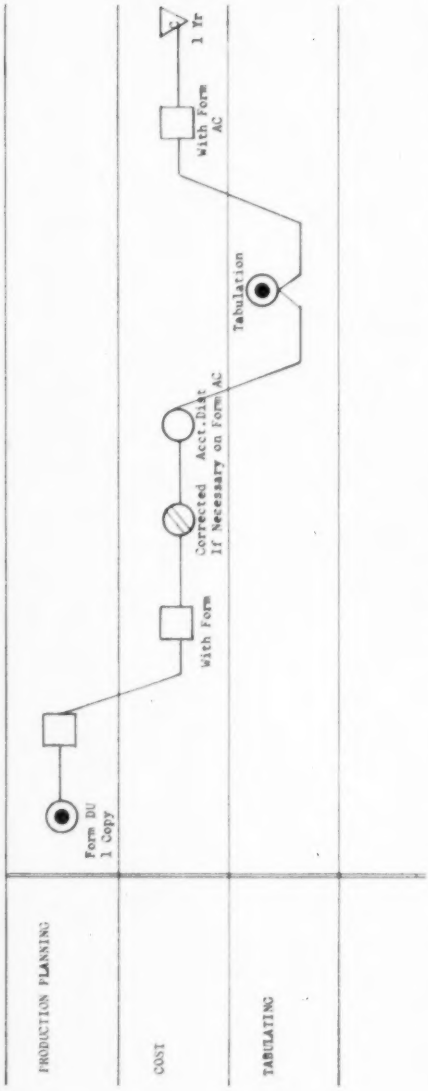
The flow separates due to opposing factors, each requiring separate processing.

HOW FLOW LINES ARE USED TO CONNECT THE SYMBOLS.

How to Use Procedure Charting

WILLIAM C. NICKELL

Supervisor, Work Simplification, Methods and Coordination Dept., Ford Motor Co. of Canada Ltd., Windsor, Ont., Canada.



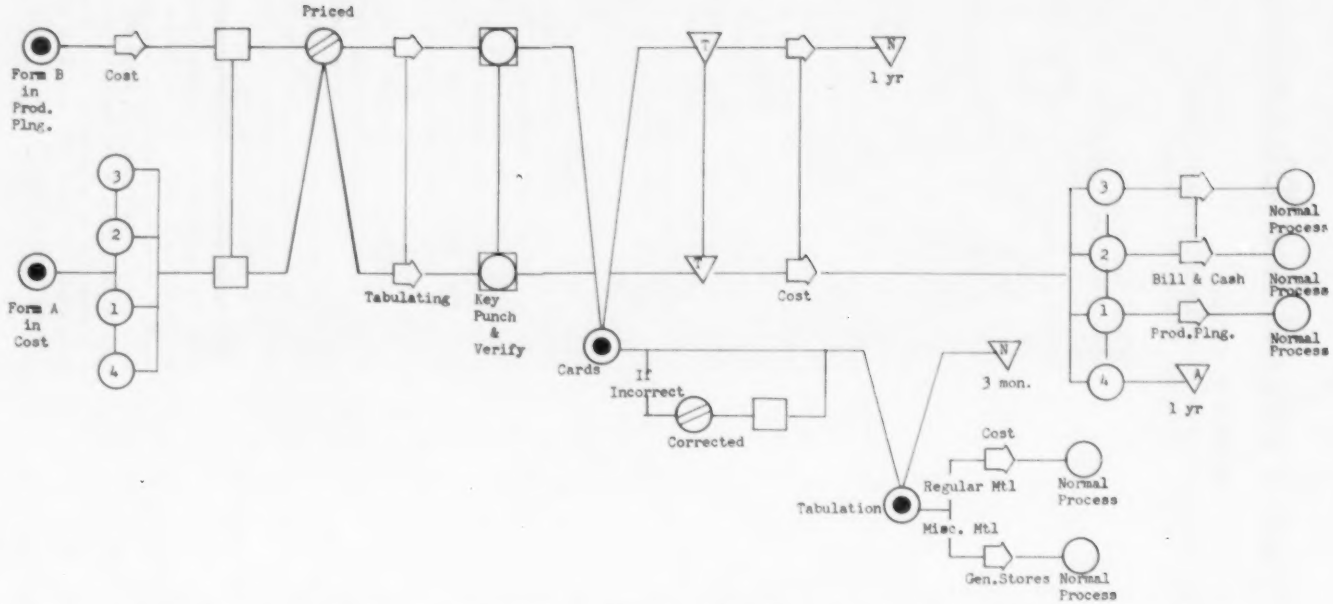
THE detailing of procedures, work simplification proposals or systems by the use of symbols has proved effective for many aspects of our methods and coordination department operations. We find procedure charts invaluable as a guide in investigations, as a means of establishing requirements, and for recording progress. The completed chart provides an effective medium for analyzing operations, making comparisons and securing acceptance of improvements. Operating instructions can be adequately dictated from the procedure charts and are easy to understand because they are generally more complete and follow the normal flow within departments. The completed charts are filed for ready reference: for procedure control and for training operating staff or method analysts.

We can open an investigation by roughly charting the known factors. This serves to pinpoint the required factors as yet unknown. As these unknown factors are determined through discussions, review, etc., they can be incorporated in the rough chart, loose ends tied down, and finally a present method chart has been prepared in rough form.

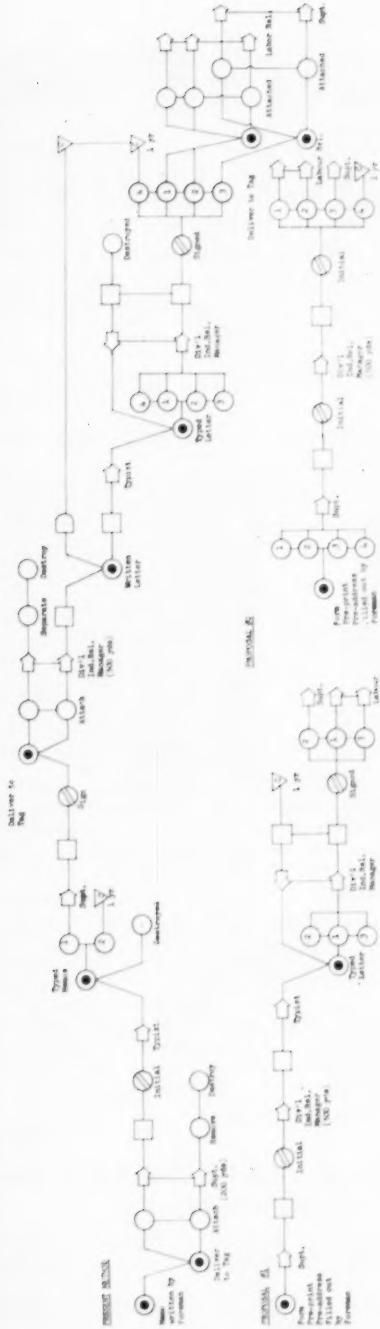
Our analysts can complete a finished chart by using a transparent charting template. The finished chart can be analyzed, areas for improvement established and investigated, and a proposed methods chart drawn up. The present

(Text continues on page 12)

Form DU originates in Production Planning, is checked and sent to Cost where it is checked, corrected if necessary, and used to show account distribution on Form AC, then sent to Tabulating. A tabulation is prepared and Form DU is returned to Cost where it is checked with Form AC and filed chronologically for one year.



Production Planning originates Form B and sends it to cost where it is checked with Form A which Cost originates in four copies. Form B is priced and sent to Tabulating with all copies of Form A. Punched cards are created, corrected if necessary and a tabulation is run. Tabulation is sent to Cost if the material is regular, and to General Stores if it is miscellaneous. The tabulating cards are filed numerically for three months. Forms A and B are returned to Cost where Form B is filed numerically for one year. Form A is separated and distributed: original copy goes to Production Planning for normal processing, copies two and three go to Billing and Cashier for normal processing, copy four is filed alphabetically for one year.



PRESENT METHOD. Foreman writes a memo, attaches a Deliver To tag and sends both to Superintendent. Tag is removed and destroyed. Memo is checked, initialed and given to typist who makes a two-copy memo. Second copy is filed chronologically for one year, first copy is inspected and signed by Superintendent who attaches a Deliver To tag and sends memo to Divisional Industrial Relations Manager. He inspects memo and prepares a handwritten letter of which typist makes four copies. Typed letter and handwritten draft are returned, inspected and draft destroyed. The four copies of the letter are signed and distributed with Deliver To tags attached: first and second copies go to Labor Relations, third copy goes to Superintendent, fourth copy is filed chronologically for one year with Superintendent's typed memo.

PROPOSAL #1. Printed form, preaddressed to Superintendent, is filled out and mailed by Foreman. Form is inspected, signed and mailed to Divisional Industrial Relations. A three-copy letter is typed directly from the form, signed and distributed: copies one and three go to Labor Relations, copy two goes to Superintendent, copy four is filed chronologically for one year.

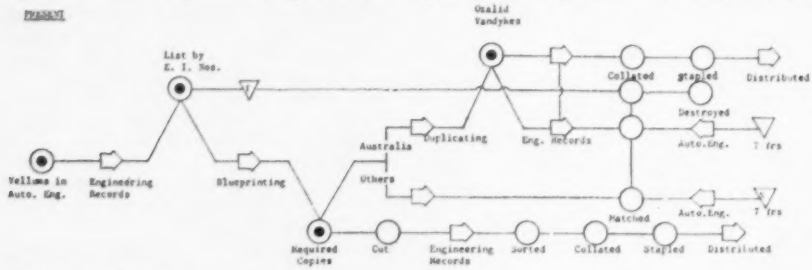
PROPOSAL #2. Four-part preaddressed form is prepared by Foreman and sent to Superintendent who initials it and sends it to Divisional Industrial Relations where it is initialed and distributed.

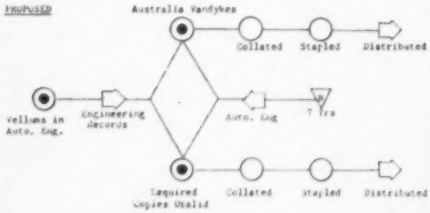
SUMMARY below indicates a savings potential of 33 with Proposal #1, and 39 with Proposal #2.

	Present	Proposal No. 1	Proposal No. 2
◉	8	2	1
○	15	0	0
⇨	14	8	5
□	6	4	2
⊘	3	2	2
▽	3	1	1
D	1	0	0
	50	17	11

and proposed charts reveal the various factors that require consideration for comparison purposes or costing for accurate cost comparisons. This visual presentation aids considerably in explaining improvements and securing acceptance.

The technical aspects of procedure charting are easily understood and applied. Procedure charting involves a straight horizontal line for each piece of paper or item in a procedure. Each line explains what happens to that piece of paper or item. The symbols we use include modifications of the work simplification symbols of the American





PRESENT METHOD. Vellums (translucent masters) are prepared by Automotive Engineering and sent to Engineering Records. E. I. numbers are listed, the list held and vellums sent to Blueprinting for required number of copies. Copies are trimmed and sent to Engineering Records. Vellums are sorted between Australia and other requirements. Australia's are sent to Duplicating for direct copies (vandykes) which are sent to Engineering Records with the vellums. The "other" vellums go to Engineering Records. Vellums are matched to the list of E.I. numbers and returned to Automotive Engineering. Blueprints and direct copies are sorted, collated, stapled and distributed.

PROPOSAL. Automotive Engineering sends vellums to Engineering Records for direct copies. When copies are returned, they are collated, stapled and distributed. Copy requirements were reviewed and considerably reduced. A cost comparison indicates an annual savings of 302½ hours and $48.07 in material.

1841 Master Vellums. Present Volume—31,970. Proposed Volume—7,731 ozalids, 847 vandykes.

	Present		Proposed		Savings	
	Hrs.	Mtl.	Hrs.	Mtl.	Hrs.	Mtl.
Handle and file eliminated copies (10)	82				82	
List and match	61				61	
Sort, collate and staple (1128 in 1½ hrs.)	42½		3		39½	
Running and Cutting (20,781 sq. ft. @ .015)	126	$103.91			126	$103.91
Running Vandykes (552 @ .10 sq. ft.)	14	32.47			14	32.47
Collate and staple Vandykes	1½				1½	
Ozalid copies			18	$77.31	(18)	(77.31)
Ozalid Vandykes			3½	11.00	(3½)	(11.00)
TOTALS	327	$136.38	24½	$88.31	302½	$48.07

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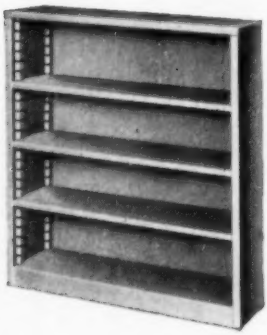

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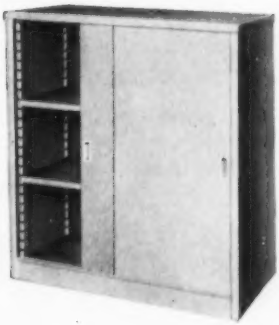

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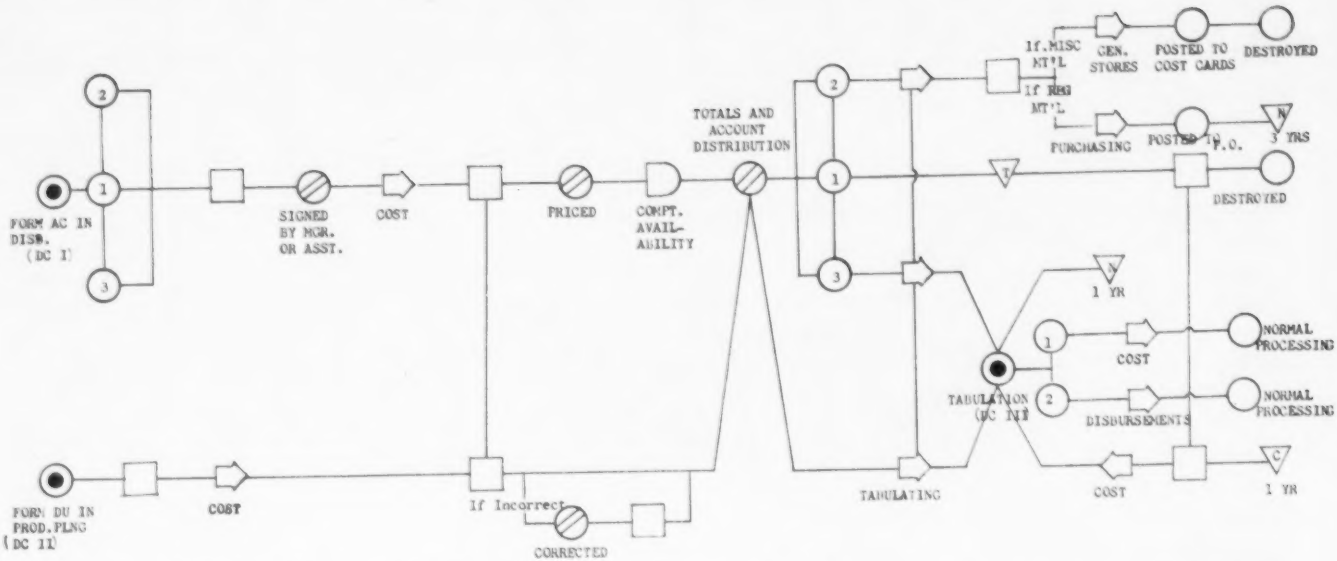

Form AC originates in Disbursements with three copies. It is checked, signed by Manager or Assistant, and sent to Cost. Form DU originates in Production Planning, is checked and sent to Cost. Both forms are checked by Cost and Form DU corrected if necessary. Form AC is priced and held for calculator availability. Totals and account distribution are posted to Form AC and it is distributed: first copy is filed temporarily, copies two and three go to Tabulating with Form DU. Copy two is sorted and those for miscellaneous material go to General Stores to be posted to cost cards and destroyed. Copies for regular material go to Purchasing to be posted to purchase orders and filed numerically for three years. Copy three is used with Form DU to originate a two-part tabulation. Copy three is filed for one year and Form DU is returned to Cost where it is checked against copy one which has been filed chronologically for one year. Copy one is destroyed. The two-part tabulation is distributed: one part to Cost for normal processing, second part to Disbursements for normal processing.

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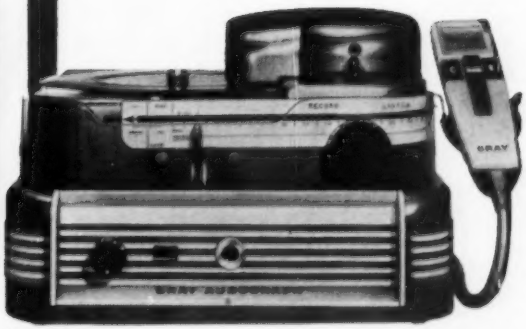

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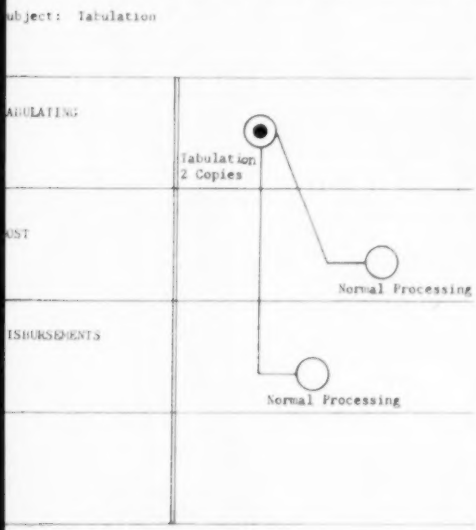
Society of Mechanical Engineers.

The Origin symbol denotes a form of item coming into existence within the procedure. All procedure charts start with the origination of the subject to be charted. The Information Added symbol is used when specific required information is superimposed on the form or item, such as filling-in, signing, posting, totaling, etc.

A new flow line is established when a new piece of paper or item is created as a result of something in the procedure. For example, a tabulation from punched cards, a typed letter from a handwritten draft, etc. The Bypass sign is required to indicate stages or phases by vertical connecting lines without interference with horizontal lines.

We use the Delay symbol only to dramatize a long delay at a critical point in the operation, normally more than two hours. The Storage symbol not only indicates the physical activity of filing but also the type of file and the filing period. The type of file is



A 2-part tabulation is prepared by Tabulating. One part is sent to Cost for normal processing and the second part is sent to Disbursements for normal processing.

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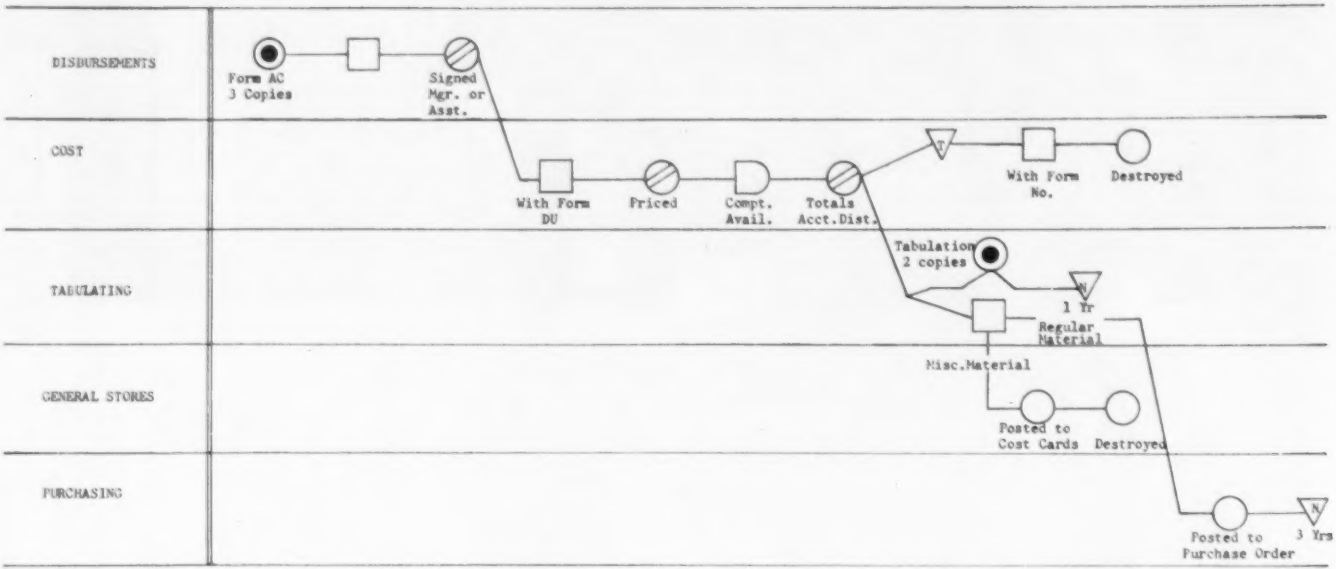

Form AC originates in Disbursements; is checked, signed and sent to Cost. It is checked with Form DU, priced, totalled and account distribution shown. One copy is held temporarily, the balance go to Tabulating. One copy is sorted between regular and miscellaneous material. Those for regular material go to Purchasing for posting to purchase orders and filing. Those for miscellaneous material go to General Stores for posting to cost cards and disposal. The other copy is used to originate a two-part tabulation and is then filed numerically for one year.

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☐ Please send me a Free Sample Book of Millers Falls Onion Skin showing all weights, colors and finishes.

☐ Send me my FREE BOOKLET "One Lesson Course."

Name .....

Company .....

Company Address .....

City ..... Zone ..... State .....

Millers Falls

ONION SKIN

Is nationally distributed by leading paper merchants and stationers. It can be obtained Ream wrapped or attractively Boxed in the cut sizes of 8½ x 11; 8½ x 13; 8½ x 14. Economical Packets of 100 sheets in size 8½ x 11, white only.

Printed "Copy" sheets either marginal or diagonal available in size 8½ x 11; Legal Ruled sheets available in sizes 8½ x 13, 8½ x 14. Both items in White only cockle finish, Substance 9. For letterheads and form work the standard printing sizes are available.

Millers Falls Onion Skin is Made by the

MILLERS FALLS PAPER COMPANY

Millers Falls, Massachusetts

The Nation's First Manufacturer of 25% cotton content onion skin.

This is a sample of Millers Falls Onion Skin White, Sub 9, Cockle Finish.

indicated within the symbol: A—alphabetic, N—numeric, C—chronological, T—temporary. The filing period is indicated below the symbol: 3 mo.; 1 yr.; 7 yrs., etc.

We have developed a standardized application of the symbols to portray situations commonly encountered. The use of the symbols and their standardized applications can be recognized in the chart on page 10.

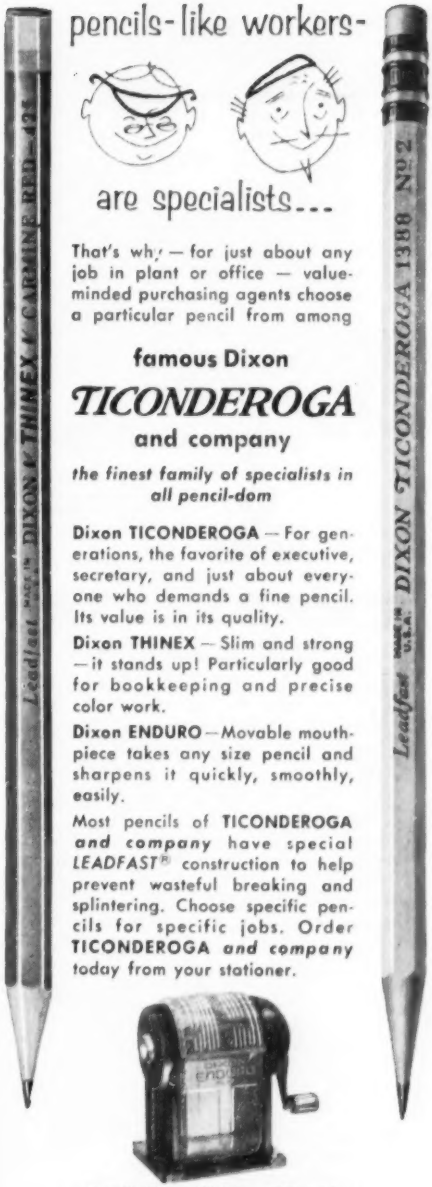
A comparison of present and proposed methods can be developed, as in vertical flow process charting, by totaling the number of symbols and completing a summary. An example of this application of procedure charting is shown on page 11.

Cost comparisons are often found essential in our operations and can be accurately compiled by establishing the required factors from our procedure charts, and placing a cost value on each factor. This application of procedure charts is shown on page 12.

Procedure charts can be developed to designate departments, sections, rooms, floors, etc., or individual units. This is done by using either horizontal or vertical columns with separate columns for each division. The departmental procedure chart is primarily designed for operating personnel because they are essentially interested only in the operations under their immediate jurisdiction. These charts will provide a means of accumulating departmental operations, analyzing them, developing improvements and securing departmental acceptance.

A master procedure chart is completed for the entire operation and departmental procedure charts are developed from it. Individual forms or items in a procedure are each charted on a separate departmental chart. This results in a number of small, easily understandable charts, which together reflect the entire procedure.

The first form or item in the master procedure chart becomes a subject for the first departmental procedure chart



Pencil Sales Division 228-J-11
THE JOSEPH DIXON CRUCIBLE COMPANY
Jersey City 3, N. J.
For More Information Circle No. 180

Speed Work
Prevent Errors
SAVE EYES

EMERALITE
DAYLITE LAMPS

Daylight or general illumination that is insufficient strains the eyes—puts nerves on edge, lowers efficiency.

An Emeralite lamp gives each worker the correct volume of light where it is needed—on the working area. And its unique Daylite screen filters the light—eliminates glare—and gives it the eye-saving qualities of natural daylight.

Made in models for the desk, typewriter, business machines, etc. **Insist on genuine Emeralite**—at leading dealers.

EMERALITE COMPANY, INC., Dept. M-2
40 Warren Street, New York 7, N. Y.

Model 5223-5200
Affords wide swing over typewriter and desk.
Also adjusts vertically.

Write for new catalog DD-56 and visit our showroom.

For More Information Circle No. 178

and the charts are cross-referenced accordingly. The flow is followed on the master chart and transcribed on the departmental chart. New forms or items created from the one being charted on the departmental chart can be shown to indicate the position in the allover procedure, but are detailed on a separate departmental chart which again is cross-referenced.

Multicopy forms are charted as one until they become detached, at which point separate charts can be established for each copy if excessive processing is to follow. Normally the copies also can be detailed on the same chart as the original flow of the multicopy form. The second or subsequent forms or items in the master procedure are charted on separate departmental charts and cross-referenced.

The departmental charts are arranged in sequence corresponding to the flow as shown on the master procedure chart. Then all charts are accumulated in a "package" which provides a comprehensive study. The illustrations on pages 14, 18, 9 and 17 show a master procedure chart with departmental procedure charts for each item.

Departmental procedure charts do not lend themselves to charting complete procedures because the resulting chart would become too expansive for practical use. Individually they provide an easy means of analyzing departmental operations, presenting improvement possibilities for acceptance, and issuing written instructions.

Procedure charts and departmental charts all have a place in our methods and coordination department's operation. They are invaluable to our methods analysts because complicated procedures can be investigated and completed with a minimum of time and effort, and an effective presentation can be developed, which operating personnel can easily evaluate and approve. Charts assist us in issuing adequate procedure memos and our fast growing library is being found increasingly valuable.

O

The Olivetti Electrosumma Duplex Adding Machine does everything a conventional adding machine does, does it faster, and does things the conventional machine can't do, such as storing totals in a second register. Has simplified duplex controls, comfort-slope keyboard, high capacity, fastest cycling, modest price. Write Olivetti Corporation of America, Dept. FS, 580 Fifth Avenue, New York 36, New York.

olivetti

For More Information Circle No. 105

Records for Rental Equipment

A. CORNING WHITE
The Systems Council, New York

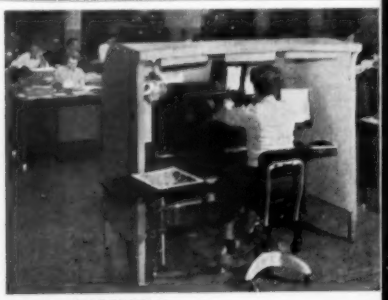
EVERY distributor who rents any type of office equipment has the problem of maintaining records on the condition, location and earnings of every individual item in their rental stocks. The larger and more extensive a firm's rental business is, the more complex this problem becomes, and the greater the need for a simple, efficient record system.

For this reason, office equipment rental companies should be interested in the simple system which the Boston Edison Co. has developed to keep accurate records of its hundreds of thousands of electric meters. The system is one which easily can be adapated to the needs by any equipment rental business for a very small cost.

Control of all Boston Edison equipment is centered in its warehouse. Here a *permanent* record of every meter is kept on a card in an equipment file with separate sections of the file reserved for each different type of meter. The *temporary* disposition of each piece of equipment is entered on a four-stub control tag, the stubs of which are lettered A, B, C and D.

When the warehouse receives a new piece of equipment, a standard code letter for that type of equipment and a permanent control number are affixed to it. Then a permanent record card is made out for the article and filed in the equipment file under a permanent code letter and control number. Both the code letter and control number are stamped on all four stubs of the control tag, which is tied to the piece of equip-

SOF'TONE
ACOUSTICAL CABINETS
FOR ALL NOISY OFFICE MACHINES



NOISE can drive you NUTS!

With half a million mental patients in institutions the Medics are now convinced that NOISE had a lot to do with it.

High frequency noise levels created by office machines cause nervous tension resulting in undue fatigue, impaired health and reduced worker efficiency. SOF'TONE Acoustinets absorb noise at the source.

© 1955

Results guaranteed—Or You Do Not Pay!
Write today for details. Give machines, makes, models you use and measurements.

Gates ASSOCIATES
11 COMMERCIAL ST., ROCHESTER 14, N.Y.
For More Information Circle No. 263

Counts and/or imprints at 1,000 per minute!

Today, the manual counting and imprinting of paper forms take too much time and run up costs needlessly. The electrically-operated Tickometer will do the same work eight to ten times faster.

The Tickometer automatically counts up to 1,000 pieces *per minute* —sales slips, tags, cards, coupons, tickets, labels, transfers, checks, etc. It feeds and stacks automatically . . . stops automatically when damaged or irregular items are encountered . . . records partial or complete counts. And it's so accurate, banks use it to count currency!

It can be equipped to date, code, cancel, endorse or otherwise imprint . . . as it counts. Manufacturers and processors of food and drug products use it to code and date product labels and cartons, to identify origins, inspectors, factory lots—easier, faster, with unobtrusive marking, and no waste of preprinted labels.

Rented as well as sold, the Tickometer is serviced from 259 places, coast-to-coast. Ask the nearest Pitney-Bowes office for a demonstration. Or, send coupon for a free illustrated booklet and a folder of case histories.

Pitney-Bowes

TICKOMETER

Counting, Imprinting Machine

Made by the originators of the postage meter . . . offices in 94 cities in U.S. and Canada

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3438 Walnut Street
Stamford, Conn.

☐ Send Tickometer booklet
☐ Send case studies

Name_____

Address_____

For More Information Circle No. 106

Customers tell us our Pull Fasteners are fun as well as useful

Schlegel Pull Fasteners are lengths of tough ribbon tape, looped and held with a sturdy washer and two knots.

They're ingenious things used since 1925 by lawyers, banks, architects, railroads, offices of all kinds to keep correspondence, records, and drawings *together*.

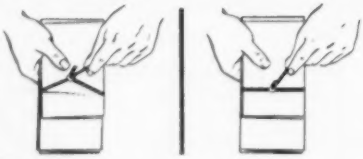
Easy to use—They slip tight, hold fast, loosen in a jiffy—but only when you want them to.

They keep papers together without tearing or crimping edges, in fact—they keep all kinds of things together.

But, Schlegel Pull Fasteners will not fire spitballs, cannot sting youthful secretaries, have no known office sporting value.

They come in 14 sizes, cost almost nothing, last so long it's hard to measure their life. Mail your orders.

How Schlegel Pull Fasteners Work



Schlegel MANUFACTURING COMPANY

Rochester 7, N. Y.
Oakville, Ont., Can.

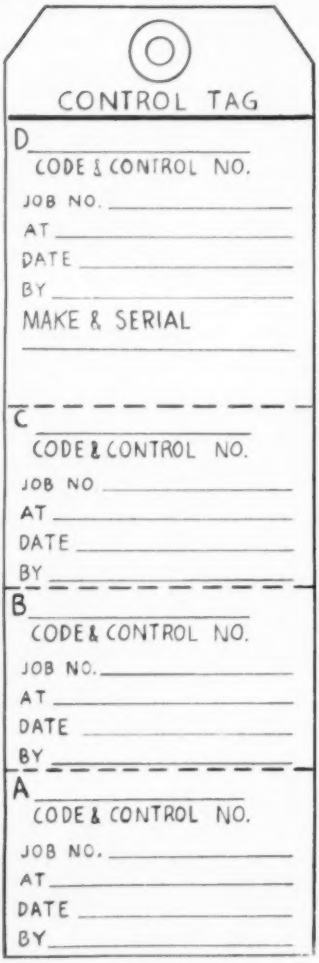
Industrial Textiles Since 1885
"Complete engineering service against weather"

For More Information Circle No. 240

ment it designates.

This control system readily can be adapted to the needs of any equipment rental company. First, a separate file section should be established for each type of equipment. This would mean one file section for typewriters, another for adding machines, etc., with a separate section of each file devoted to different models of each type of machine.

Code letters for typewriters might



Control tag for rented equipment.

be T plus another letter such as S for standard machines, E for electric, N for noiseless, etc., and an exclusive permanent control number for each machine. Say that a typewriter is marked TS201 when it is received at the warehouse. This code control is easier to work with than machine's serial number but the latter is recorded with machine's make and style on the inventory record and stub D of tag. Machine retains this particular designation throughout its life in the company's stocks. Thereafter, it is handled by these six simple steps, each of which contributes to its record control:

1. After the code letter and control number (TS201) are recorded on a permanent record card for the equipment file, the date of receipt is written on stub A of the control tag which is tied to the machine. Stub A is detached, stapled to the permanent record card and filed in the permanent equipment

it's in your bag!

the SAVINGS by using

SPRING-DEX®

the vertical and visible wonder!

regardless of your present system, you can convert to this easy labor-saving method

1/10 the cost of Visible.

ALL the Advantages of Vertical and Visible.

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For More Information Circle No. 241

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Here is a comprehensive resume of essential facts that will help you to more efficient paper selection. It is yours for the asking.

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- ★ *Determine the effect of paper prices on total record or letter costs.*
- ★ *Get correct, most economical grade for each specific need.*
- ★ *Choose papers of permanence, durability, prestige.*

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PAPERS

LEDGERS, BONDS, INDEX
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file, and the typewriter is put into reserve inventory.

2. Before typewriter TS201 is delivered on an order from the sales department to the John Smith Co., 21 Main St., the warehouse writes the customer's name and address, and the initials of the delivery man, on stub B, detaches it from the control tag and sends it to the equipment file where it is placed with the permanent record card and stub A. Stub B shows where the machine has been delivered, when, for how long and who was responsible

(Continued on page 128)

EQUIPMENT INVENTORY RECORD

EQUIPMENT _____

_____

_____

CODE & CONTROL NO. _____

JOB NO. _____
AT _____
FROM _____ TO _____

JOB NO. _____
AT _____
FROM _____ TO _____

JOB NO. _____
AT _____
FROM _____ TO _____

JOB NO. _____
AT _____
FROM _____ TO _____

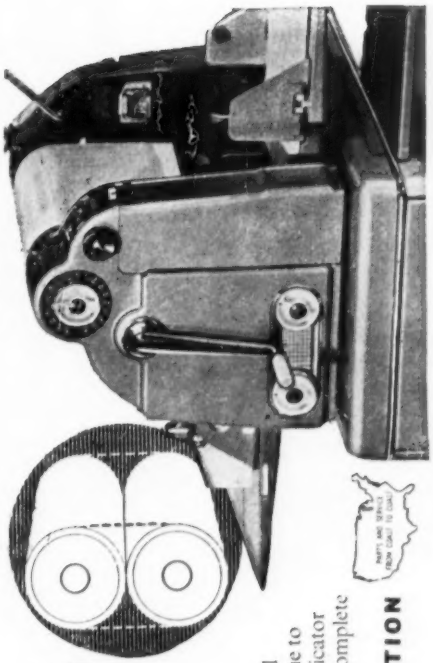
JOB NO. _____
AT _____
FROM _____ TO _____

JOB NO. _____
AT _____
FROM _____ TO _____

JOB NO. _____
AT _____
FROM _____ TO _____

(OVER)

Equipment inventory record.



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For STENCIL duplicating with a PRINTED look

Gestetner puts stencil duplicating in the *printing class . . .!* It was designed for exactly that purpose. The principles of the modern printing press with its dual cylinders, paste ink and oscillating rollers, plus other professional press features, combine to make *Gestetner* duplicating unmatched by any other stencil duplicator in the world. Yet a *Gestetner* costs no more . . .! Write for complete details and actual specimens.

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50 McLean Avenue, Yonkers 5, N. Y.

For More Information Circle No. 274

R.C.Allen
Electrite

electric keyboard
carbon ribbon only **$279.50**
(plus applicable taxes)

IF YOU USE MIMEOGRAPH, MULTILITH, OZALID or similar duplicating equipment — you know how difficult it is to get the right quality of typewritten copy for reproduction. The new R. C. ALLEN Electrite, with exclusive Microflex Impression Control is engineered specifically to make perfect master copies . . . consistently sharp, uniformly clear . . . better than any manual or electric typewriter made for correspondence work can produce. Write today for details on this remarkable new machine, or call an R. C. Allen dealer listed in the yellow pages of your telephone directory.

- The uniform impression possible only with an electric keyboard.
- The trouble free operation of manual back-spacing, line-spacing, tabulation and shift.
- Electrified where 95% of typing actions are performed.
- Manual where 95% of electric typewriter service complaints occur.
- Fingertip impression control adjusts machine for different duplicating methods.
- The clean, sharp brilliance of Carbon Ribbon reproduction.

THE BOSS SENT ME SHOPPING

a new machine

to meet a growing demand

for better master copies

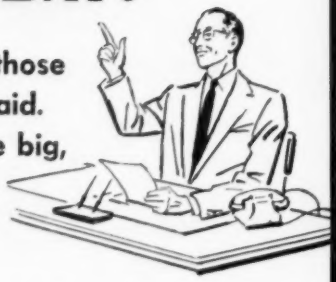
R.C.Allen Business Machines, Inc.

679 Front Avenue, N.W., Grand Rapids, Michigan

Manufacturers of adding machines, cash registers, bookkeeping machines and the world's most advanced typewriters.

For More Information Circle No. 137

THE BOSS SENT ME SHOPPING FOR A STAPLER TODAY!

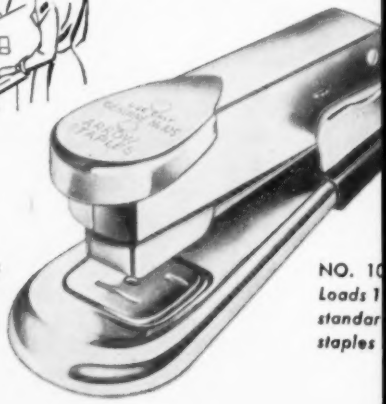


"I don't want any of those dainty little jobs," he said. "Just get me a nice big, rugged stapler . . . that can take it."

The clerk at the stationery store highly recommended an **ARROW No. 202.** He said to tell the boss it has rugged durability and built of all-steel to last a lifetime. Also, that it has a precision-locked mechanism that's guaranteed against jamming and clogging.

P. S. My boss liked it and told me I was a good shopper.

NO. 202
Loads 210 standard staples



NO. 10
Loads 1
standar
staples

For myself, I bought an **ARROW No. 105** Stapler. It's a little streamlined beauty that does 4 jobs in one... It's a stapler, tacker plier and pinner all in one. A real bargain for the money.

A STAPLER FOR EVERY PURPOSE ...IN EVERY PRICE RANGE

P-98 Hand Stapler

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ARROW STAPLERS are recognized in mod offices everywhere for their OUTSTANDI QUALITY, REMARKABLE VERSATILITY DEPENDABLE PERFORMANCE. Investig Arrow Staplers yourself today. SOLD LEADING STATIONERS EVERYWHERE.

ARROW FASTENER COMPANY, INC.

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PIONEERS AND PACESETTE FOR OVER A QUARTER CENTU

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Arnot

A new way of life in the office

PARTITION-ettes*†
and OFFICE-ettes††

modular,
packaged offices in both
steel and **wood**

Manufactured by

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AETNA STEEL PRODUCTS CORPORATION
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For More Information Circle No. 142

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fine rag boxed typewriter papers for

permanence . . . prestige . . . strength

For ideas worth keeping—reports, letters, agreements, surveys and permanent or semi-permanent records—use paper made from rags.

Neenah Boxed Typewriter Papers are available with from 25% to 100% rag content to give you whatever degree of permanence you require.

They are tub-sized and air-dried for a more luxurious typing surface. They are brilliantly blue-white for added prestige. Ask your stationer for Neenah, the finest in boxed typewriter papers.

Neenah is America's most complete line of fine business papers.

Old Council Tree Bond	**100%**	**rag**
Success Bond	**75%**	**rag**
Chieftain Bond	**50%**	**rag**
Neenah Bond	**25%**	**rag**
Old Council Tree Onionskin	**100%**	**rag**
Success Onionskin	**75%**	**rag**
Neenah Onionskin	**25%**	**rag**

Finishes—bond and cockle
Weights—substance 7, 9, 13, 16, 20 and 24
Sizes—8½ x 11; 8½ x 13; 8½ x 14
Neenah is also available ream wrapped.

NEENAH PAPER COMPANY
Neenah, Wisconsin

Neenah TYPEWRITER PAPERS

For More Information Circle No. 170

AN OLD TOWN SPIRIT DUPLICATOR is clean and foolproof. There are no costly stencils or mats, no messy inks or gelatins, no cleaning up later. Simply write, type or draw on an Old Town master unit and place it on the machine. Copy paper moistened with a clean, alcohol-type fluid picks off up to 500 crisp, clear copies faster than one a second. And you get up to six colors at once!

Rent your
OLD TOWN SPIRIT DUPLICATOR

- ★ **Rentals as low as $7.50 per month.**
- ★ **Rent one or many machines.**
- ★ **10-day FREE trial in your own office.**
- ★ **Liberal trade-in on your old machine if you decide to buy.**

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DUPLICATORS

World's foremost maker of carbons, ribbons, duplicators and duplicating supplies.

GET THE DETAILS, TODAY!

Old Town Corporation, Dept. O-11
345 Madison Avenue, New York 17, N. Y.
Please send me further information about the Old Town spirit duplicator.
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COMPANY.....
ADDRESS.....
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For More Information Circle No. 192

...to brighten her outlook,

heighten her output!

There's never been an adding machine like Clary to match the tempo of your busy office...and to match the color scheme of your modern furniture and equipment.

People in over 150,000 offices say Clary 10-Key or Full Key is the world's most enjoyable machine to operate. It lifts office morale and does wondrous things with numbers that only a Clary can do so well.

See new Clarys in blue, gray, green, beige and turquoise at your Clary dealer or Factory Branch Office. Look in your yellow pages today!

Clary

BUSINESS MACHINES DIVISION
CLARY CORPORATION,
SAN GABRIEL, CALIFORNIA

CREATOR OF MODERN ADDING MACHINES AND CASH REGISTERS FOR AMERICA AND THE WORLD

For More Information Circle No. 162

12 questions most asked by buyers of copying machines

(If you are about to modernize your office with copying equipment you will be interested in these considerations, found to be most important in those offices already using such equipment.)

1. Will it copy from colored papers?
2. Will it copy fine details?
3. Will it copy from double-sided material (one or both sides, as required)?
4. Will it copy from opaque material?
5. Will it copy from colored inks? Pencil? Crayon?
6. Will it copy from spirit duplications?
7. Will it copy signatures?
8. Will it copy the sizes you need?
9. Will it copy from inks not having a carbon base?
10. Will it copy directly under fluorescent light, without use of special paper?
11. How many copies will it make without changing developer?
12. How often are dial adjustments necessary?

Only the Copease photocopier is *completely* satisfactory on all 12 counts. Copease handles the *complete* range of office copying quickly and easily. A single dial setting accommodates 95% of your work. Copease is so versatile, so foolproof that you get 200-300 clean, dry, non-curling copies without changing developer.

Make this twelve-point check now in your own office. Send for a FREE 3-day trial of Copease. No obligation.

"Copease Copies Everything"

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Copease*
Duplex
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A written guarantee with each machine.

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BOX 011

Gentlemen: I'd like to have a free 3-day trial of Copease in my office..... ☐
Please send free literature..... ☐
Name.....
Firm Name.....
Address.....
City..... State.....

For More Information Circle No. 193

I'll keep you posted . . .

My job is to follow up your unfinished business. The open circle in my colored signal channel positively points out the month and day when you had promised someone something. Maybe you want to use me as a business safeguard—to make a follow-up or selection of "time due" records such as purchase orders, collections, insurance, contracts, quotations, production schedules, etc. See your local stationer or drop the Smead Company at Hastings, Minnesota, a line on your business stationery and ask for a free sample of me, No. 19032.

For More Information Circle No. 145

PATENTED EFFICIENCY in the Use of CARBON

KEE LOX

GRIP-N-PULL CARBON PAPER

WITH THE EXCLUSIVE *ECONOMIZER BOX*

1. Automatic Alignment.
2. Automatic Rotation of sheets for longer wear.
3. Automatic Warning of last typing lines.
4. Hands do not touch the coated surface.

Exclusive sales rights given to dealers in Foreign Countries.

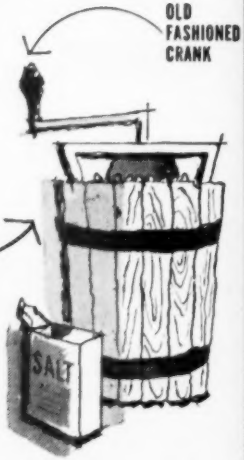
BRANCHES IN ALL LARGE CITIES IN THE U. S. A.

For Foreign, Write for Prices, Samples and Territory to

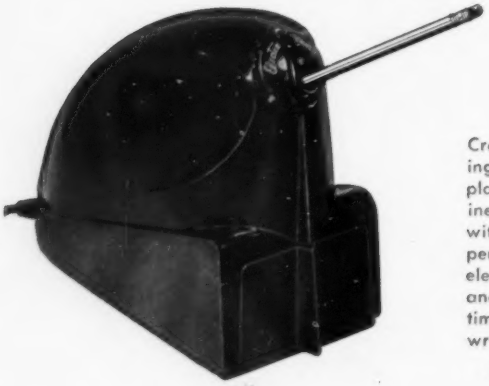
Export Dept., KEE LOX MFG. CO., Rochester 1, N. Y., U.S.A.

For More Information Circle No. 123

DO YOU DRAW WATER THIS WAY?



OR MAKE ICE CREAM THIS WAY?



Crank turning is the outmoded way of drawing water, making ice cream, starting cars, placing phone calls etc., so why run an inefficient, outmoded office. You can do away with time-wasting, pencil-eating crank type pencil sharpeners by getting a self-starting, electric, completely automatic Electro-Pointer and sharpen pencils the modern way. Saves time, saves pencils. See your stationer or write Stile-Craft.

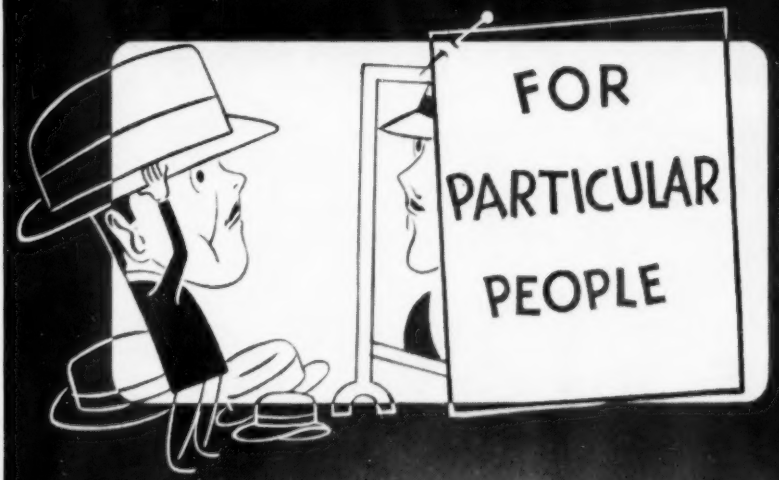
COMPLETELY AUTOMATIC!

BE MODERN WITH THE *Electro-Pointer*

STILE-CRAFT *Manufacturers* **INC.**

1825 MACKLIND AVE. ST. LOUIS 10, MO.

For More Information Circle No. 122



Olympia

Whether you are buying a Stetson hat, a Cadillac car or a fine Typewriter, particular people everywhere want only the very best. That is why we say it pays to stay OLYMPIA all the way! These magnificent typewriters, built by master craftsmen, are constructed to give you years of service and outstanding performance.

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For More Information Circle No. 159

BUY THE BEST

Liberty STORAGE BOXES ®

Buy Liberty Boxes for Easiest, Most Economical, Systematic Record Storage. Keep expensive steel file space active by transferring old, but valuable records to Liberty Boxes . . . storage is safe, clean . . . finding is quick and sure with systematic Liberty labels and title strips. Millions of Liberty Boxes are now in use and in good condition, some even after 35 years of service. 25 standard stock sizes in all, a size for every business record. The quality materials and construction of Liberty Boxes assures maximum protection at minimum cost. Buy the Best . . . available at leading office supply and stationary stores.

BANKERS BOX COMPANY
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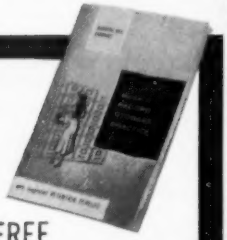
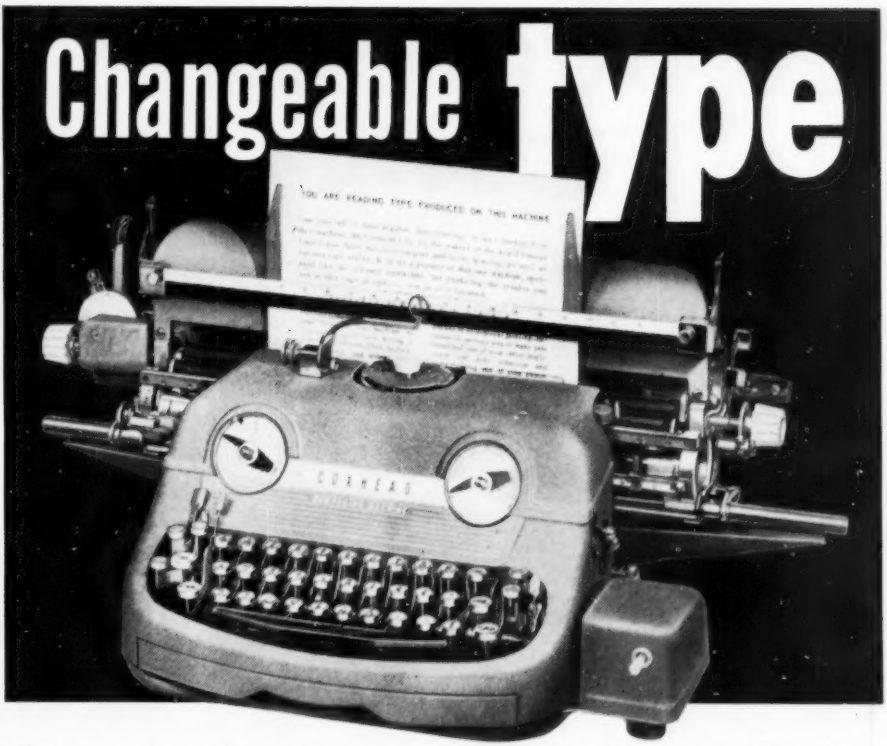


FREE
NOW AVAILABLE

The new Manual of Record Storage Practice with Retention Periods is now available. It tells a simplified story of record procedure and an easy-to-do storage plan for inactive records. Write for your *FREE* copy.

For More Information Circle No. 156

Changeable type



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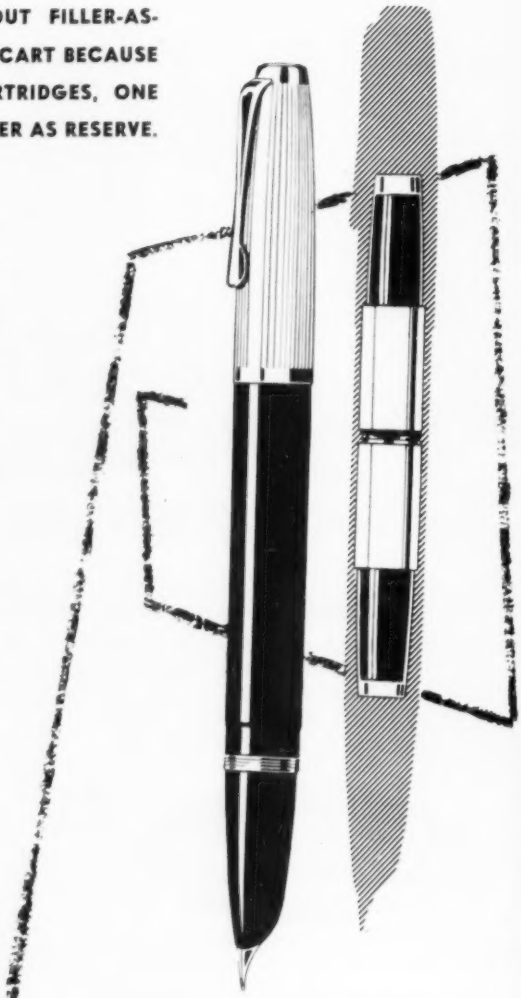
For More Information Circle No. 107

DUO-CART

THIS NEW PEN WITHOUT FILLER-ASSEMBLY IS CALLED DUO-CART BECAUSE OF THE TWO INK CARTRIDGES, ONE WORKING AND THE OTHER AS RESERVE.



The modern styled DUO-CART has an adjustable feeding system, which operates through a variation of the rate of the air induction. The nib is of the semi-shielded type and is built of 14 carat gold, fitted with a pure osmiridium tip. It is possible to select from a range of 11 tip styles. The cap is made of 18 carat gold plated ZR alloy or of a stainless white alloy. The pen is refilled by an ink cartridge plugged into a cartridge holder, independent from the external body. This holder contains two cartridges each of which is used in turn by reversing this cartridge assembly. The cartridges are made of polythene and have an ink capacity of 1,300 ccs each. An acoustic device gives a constant reminder when only one cartridge remains in the holder.

ITALIAN PATENT 8108—Patents pending.

AURORA 88

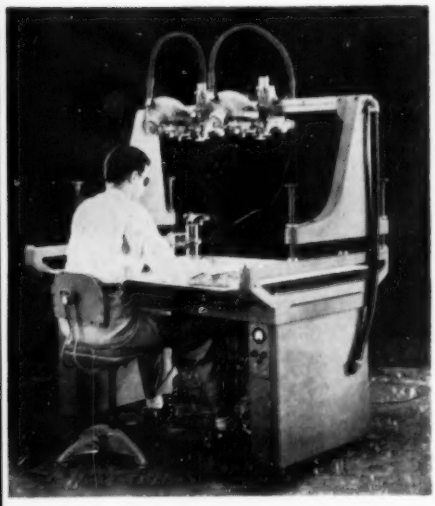
AURORA 88—I, Via Arcivescovado—Torino—Italy.

For More Information Circle No. 108

Questions to be used on The $64,000 Question TV show are kept in a Diebold safe file. The show's executive producer is Steven R. Carlin (left), vice president, Louis C. Cowan, Inc. At right is Dr. Bergen Evans.

CAMERA

R. A. Hamilton and Comdr. Brett-Knowles of the British North Greenland Expedition with one of the small Curta rotary calculators used by the expedition for two years at temperatures as low as 70° below zero. The Curta, which weighs only 11 ozs. in its shock-proof case, is made of the finest corrosion-proof metals by Contina Ltd., Vaduz, Liechtenstein (via Switzerland).



The Balplex Plotter, made by Bausch & Lomb Optical Co., projects aerial photos for 3-D viewing. With it, operator can produce maps with contour intervals as small as two feet. The plotter sells for $4,250, lowest price for an instrument of its type.

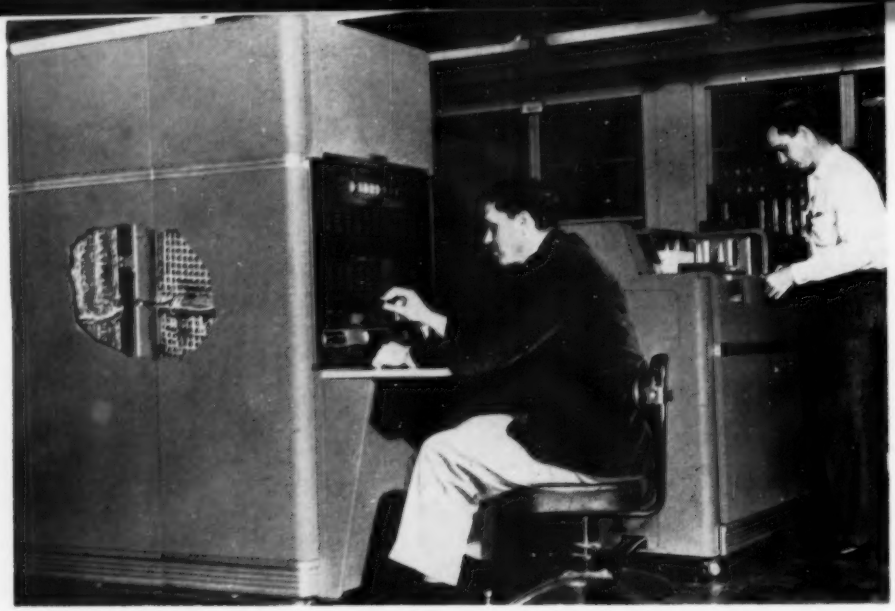
Newly decorated office of United Nations Secretary Dag Hammarskjold showing furniture of Swedish elm designed by Einar Dahl. Rug, curtains and upholstery were hand-woven by Edna Martin. Upholstery and carpeting are dark blue. Curtains are egg-shell. Long-haired rug is blue, green and gray. Furniture was made by Atvidabergs Industrier, Stockholm, and transaction handled by Eric A. Ohlsson, president, Facit, Inc., their American sales subsidiary.

Mabel Osterlund, past president of the Hartford Chapter, National Secretaries Assn., adjusts bow for Beverly Barry during Eastern States Business Show at West Hartford. Miss Barry depicted progress of the typewriter from the Wagner model at right to Underwood Electric at left.
Miss Osterlund is secretary to Graham Anthony, chairman of the board of Veeder-Root, Inc. Miss Barry is secretary to W. G. Robinson, head of the AAA Automobile Club of Hartford.

Robert H. Bennett (left), president, Stow & Davis Furniture Co.; Giacomo J. Buzzitta, president, Grand Rapids Furniture Designers Assn.; and Donald W. Kohlstedt (standing), director, Grand Rapids Public Library, in the association's new workshop which contains the library's 2000-volume collection of rare furniture books. Stow & Davis provided the room's table and chairs.

Continuous duplicating stencils are prepared on a punched card tabulator by Argonaut Insurance Exchange, San Francisco. It takes about 1½ hours to prepare and verify cards for 50 policies, prepare stencils and run them through an A. B. Dick mimeograph to duplicate policy records.

State Farm Mutual Automobile Insurance Co., Bloomington, Ill., uses Vul-Cot oval-shaped wastebaskets, in the recessed backs of desks. This saves floorspace and makes cleaning easier. Vul-Cot wastebaskets are made by National Vulcanized Fibre Co.



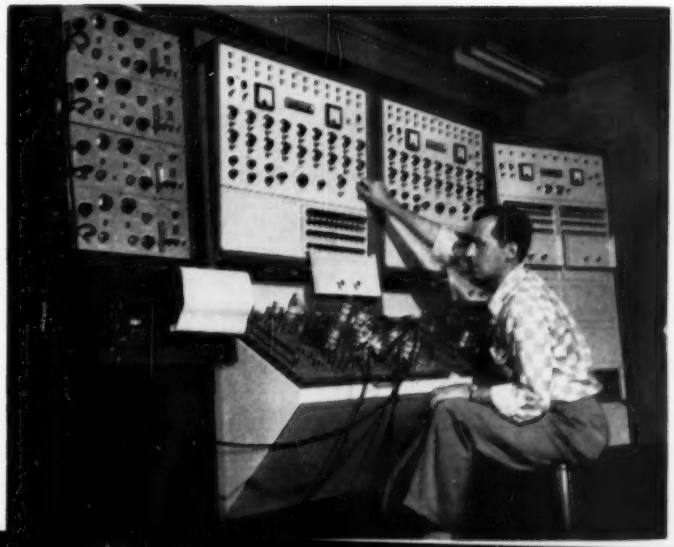
Information cards being fed to Ryan's 650 computer by J. D. Roberson (right), as Frank Russell checks the console. Insert shows machine's "gray matter."

Ryan's Electronic Office

Lester E. Hill, head of the tabulating department at Ryan Aeronautical Co., San Diego, which was the first (1953) to consolidate payroll data on a punched card to be used as employee's paycheck (see insert).

Dave Lane (left) operates one of Ryan's Oscillograph Analyzers and Readers. Malcolm MacKenzie (right) operates an Electroplotter.

Some of the electronic "brains" used by Ryan Aeronautical Co., San Diego, are pictured on these two pages. At left, James Cox, in charge of Ryan's computing facilities, watches John Atkins install a wiring panel in the computer. Rental of their IBM Type 650 Computer is close to $4000 a month and they paid about $60,000 for their Goodyear Electronic Differential Analyzer. Both are used to solve engineering problems and the 650 will be also used on payroll and cost accounting work.



John Roth checks new plane design performance on the Goodyear Electronic Differential Analyzer.

Office of the president of Alfred Auerbach Associates, New York, showing cerulean blue walls, Cabin Craft gold rayon carpet, Herman Miller furniture and Lightolier lighting fixture and lamp. Chairs are white.

The reception area of Alfred Auerbach Associates has white and moss green walls and warm ginger color floor tiles. The furniture was designed by George Nelson for Herman Miller Furniture Co., interiors were planned and executed by Design & Display, Inc., New York.

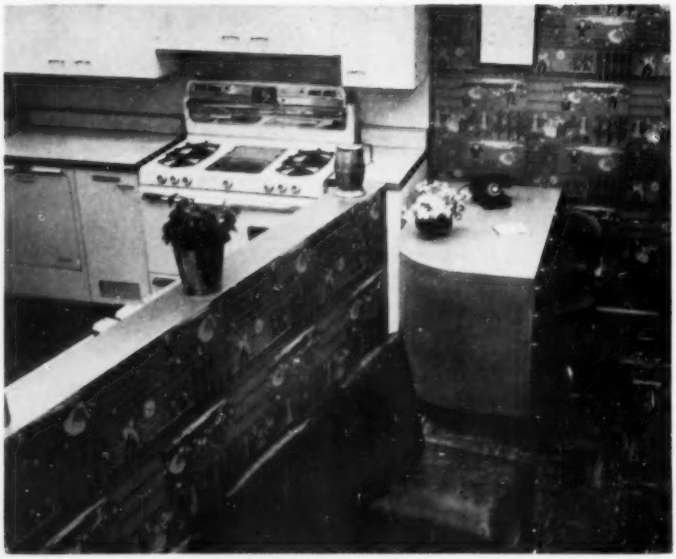
Molded plastic chairs in bright orange accent the press department at Alfred Auerbach Associates. Combed grain oak desks have turquoise blue plastic tops. End wall is black and white.

A view of the interior of a Butler steel office building which can be quickly erected at low cost, and is easily modified or expanded.

This office and warehouse building, located in Cleveland, is 36 x 140 x 10 ft. Butler buildings can be modified with brick, glass and panelling. Large glass areas do not weaken structure because entire weight is on rigid steel frame.

Front end interior of the above office building, product of Butler Mfg. Co. For more information on Butler pre-fabricated structures of every type, Circle No. 401.

Pacific Gas & Electric Co., San Francisco, has converted part of a powerhouse building into a combination office and test kitchen for its home economics department. Two functional offices, a large kitchen and an area for dining or entertaining housewife customers, were obtained by just repainting and decorating. Kathryn Moon, economics staff writer, is shown at left.



The 22 x 20 ft. kitchen is separated by a 52"-high movable partition from the 20 x 14 ft. reception area. There is also a 16 x 14 ft. private office for Marguerite Fenner, department director.

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We refer to the new Monro-Matic calculator. Totally automatic, this compact single-keyboard machine actually controls itself, once you touch a key. Automation gives split-second answers to simple or complex computing problems.

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Functional-Color Controls. Green control keys to multiply, red to divide. Only one of the speed exclusives that Monroe's sweeping new principle brings to figure work.

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For More Information Circle No. 109

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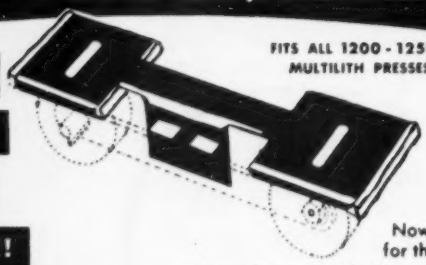
to ELIMINATE all EJECTOR WHEEL STREAKS

even over solid printed areas



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THE EJECTOR WHEEL STREAK ELIMINATOR comes complete with a full year's supply of pads, plastic squeeze bottle, and a generous supply of STREAK ELIMINATOR FLUID. Additional wiper pads can be re-ordered through your authorized ROLL-O-GRAPHIC dealer.

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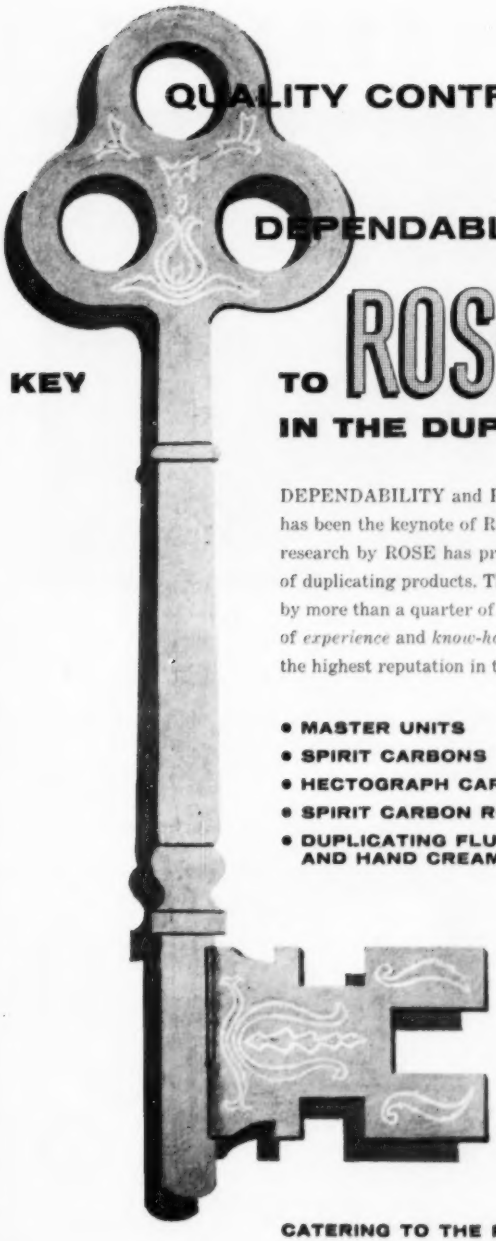

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Your State Sales Director will be glad to show you how easy it is to install The Payroll Savings Plan or increase employee participation in an existing Plan. Write today to Savings Bond Division, U. S. Treasury Department, Washington 25, D. C.

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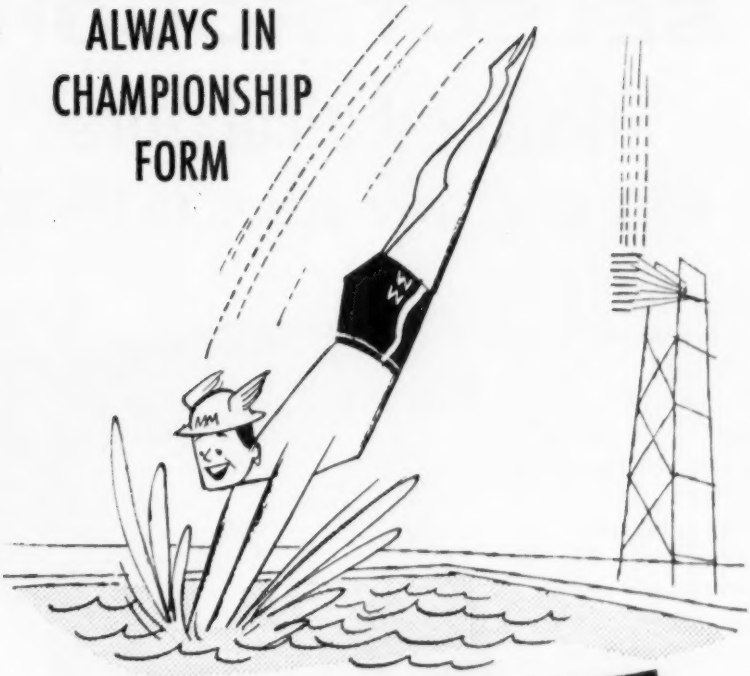

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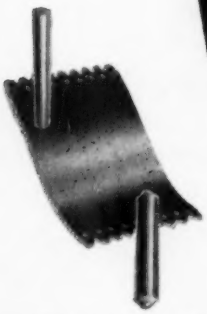

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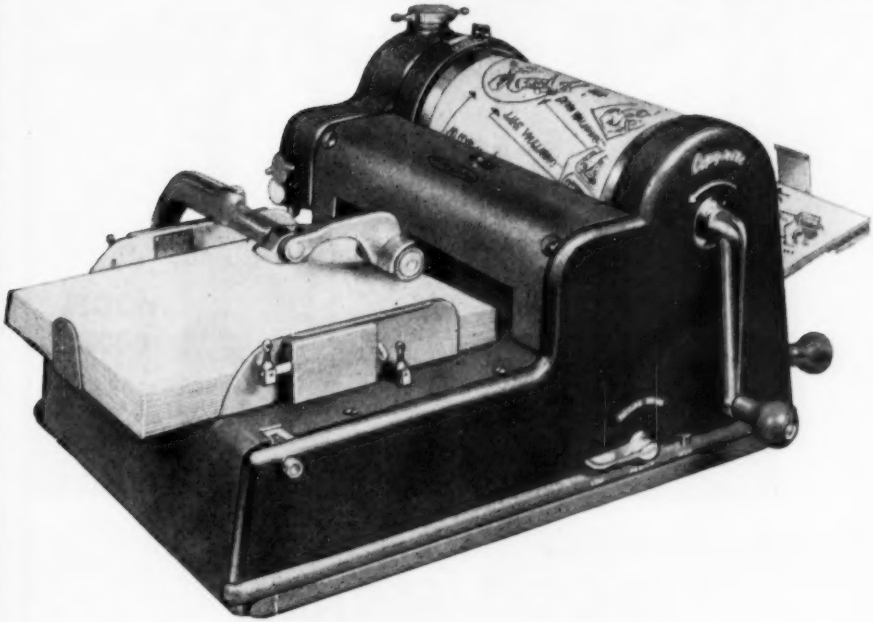

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- Visible indicator to show "setting" at all times
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- Swedish steel assembly . . . Swiss precision counters
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Sensational! That's the only word to describe the all-new REGNA Adding Machine! Streamlined as the newest cars . . . so low in cost it's a dream-come-true for small business owners. Lets many firms cut expenses and increase production by supplying a machine to every department, to every desk where adding is done. It took REGNA engineers years to develop an adding machine of such supreme quality at such a remarkably low price. It will take your customers only minutes to realize that the new REGNA is their "best adding machine buy"!

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The Remington
Noiseless

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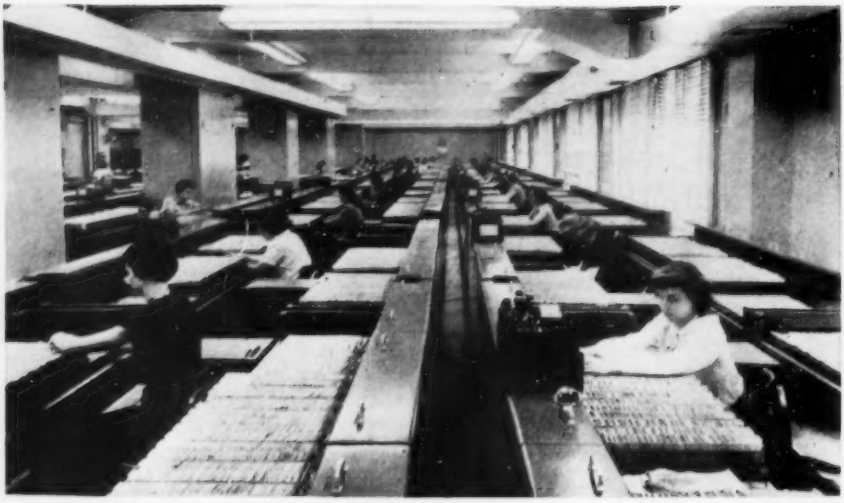
Electric

The Remington
Standard



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The illustration above shows the home office of a large nationwide insurance company. The installation of ROL-DEX record handling equipment provided better working conditions; lessened fatigue; and substantially reduced absenteeism.

Record handling was speeded up and efficiency of the whole department was improved.

This case history is typical of the many reasons why ROL-DEX has reduced costs for so many firms that have active record handling problems. In this particular instance:

- ***absenteeism record was previously 5.8 . . . after Rol-Dex was installed it dropped to 3.2!***
- ***because of the large quantity of records that are visible, checking was speeded up from 6 cards to 11 cards per minute!***

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Send for more information on this and other ROL-DEX installations.

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NEW Books

***AN INTRODUCTION TO AUTOMATIC COMPUTERS** by Ned Chapin, 407-V Gunsaulus Hall, 3140 S. Michigan Ave., Chicago 16, 245 pp., $9.*

Discusses automatic computers from the business (office) systems viewpoint, rather than the engineering or scientific angle. Written in non-technical language with a glossary of the terms which must be understood if anything is to be learned of the subject. We believe this book is just about as "non-technical" as you can get and still be of any value to businessmen. It tells what electronic computers are, what they can do, how they work, how they fit into business systems, what types are available, how much they cost to lease, own and operate, and how they can be justified financially.

***HOW TO ORGANIZE AND OPERATE A SMALL BUSINESS** by Pearce C. Kelley & Kenneth Lawyer. Prentice-Hall, Inc., 70 Fifth Ave., New York 11, 733 pp., $9.25.*

We have heard the remark, ". . . that's why small business is small," and we wonder how many established small businessmen would read and study a book like this. It's certainly a most complete work on the subject, covering retailing, wholesaling, manufacturing and service businesses. No doubt it will find wider readership among students and persons who are planning to go into business for themselves. The book should help them to get started—and to outgrow "small" business.

***ORGANIZATION AND MANAGEMENT: THEORY AND PRACTICE** by Catheryn Seckler-Hudson. American University Press, 1901 F St., Washington 6, D. C., 332 pp., $5.*

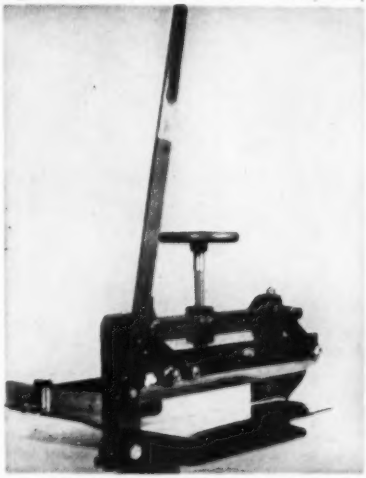
Combines theoretical and practical considerations of organization and management in large establishments with empha-

(Continued on page 126)

Advertisement

NEW PAPER CUTTER

Michael Lith, Inc., 145 West 45th St., New York 36, N. Y. offers the low-cost Michael 14" All-Purpose Paper Cutter especially designed for duplicating, small offset and reproduction departments. It is manually operated and will cut a 2" thickness of paper. Of all steel construction with detachable, hollow ground blade, automatic safety latch, balanced lever and adjustable back gauge. The cutter is 26" wide, 22½"



deep and 34¼" high including handle. Cutting width is 14⅛". Inside cutting length, knife to back gauge, is 13¾".

For More Information Circle No. 285

HANDLE PAPERS EASILY, ACCURATELY
TRY FREE SAMPLE OF TACKY-FINGER

Evans Specialty Co., Inc.
3023 Evans Building
1800 E. Grace Street
Richmond 23, Va.

Tacky-Finger

Send free greaseless, odorless Tacky-Finger. Let me see how it makes paper handling, collating, foolproof.

Name_____

Address_____

For More Information Circle No. 286

When four factories fill the orders– Ozalid speeds deliveries

The company runs four factories. Each factory makes certain furniture items. Showrooms and salesmen send in orders, ranging from single items to quantity contracts. And each factory ships direct to the buyers.

Formerly, on receipt of an order, separate production orders were typed for each factory involved; and later invoices were transcribed from the production orders. Order processing took too long, delayed operations and deliveries. Then the company turned to Ozalid.

Now an order is typed complete on a translucent form, with items for each factory arranged in order. From this original, two Ozalid copies are made for each factory – with other factory items masked out.

After the order is filled, charges are entered on the original order form – and Ozalid copies serve as customer invoice, and records for shipping, sales, accounting.

The resultant advantages are: order processing takes less time, fewer people. Back orders are handled more easily. Errors are reduced, and retyping eliminated. And Ozalid copies cost far less than the forms previously used.

In any office an Ozalid machine displaces hand copying and retyping, transcribing, and proofreading. You make quickly, copies by simply laying a translucent original over a sheet of sensitized material; and feeding into an Ozalid machine. An exact, clear, dry copy is ready in less than a minute – without photography. *A letter size sheet costs less than 1½¢!*

Anything written, typed, printed or drawn on translucent material can be Ozalid copied. Anybody can use an Ozalid machine.

In thousands of offices, Ozalid is used for copies of reports, bulletins, ledger pages, statements, instruction sheets, charts, etc. On cumulative reports, new entries are added to the original, and Ozalid copies made for current distribution.

Ask the nearest Ozalid distributor (*see phone book*) for a demonstration. Or write 174 Ozaway, Johnson City, N.Y. In Canada, Hughes Owens Co., Ltd., Montreal.

OZAMATIC *(left) is a table model, handles sheets as wide as 16", and can make up to 1000 prints an hour.*

OZALID

For More Information Circle No. 266

The Training Needs of Office Personnel

A SURVEY of what clerical and office personnel need to be taught how to do, was made among 35 training directors from various parts of the nation who were present at a workshop session during the annual conference of the American Society of Training Directors in Los Angeles last June.

The workshop was conducted by L. E. McBride, training coordinator for Douglas Aircraft Co., Long Beach Division, Long Beach, Calif., to demonstrate a method of determining training needs. The method demonstrated was the Crawford How-To system. A total of 94 persons were in the workshop. Each one listed the top five groups or types of personnel in his company who were most in need of training, then wrote about ten things which each of these groups should be taught how to do. There were 35 mentions of office and clerical personnel.

The fact that only 35 mentions of this group of employees came from the 94 training directors suggests either that the clerical training problem of the typical company is not an urgent one (perhaps because of established programs that have already partially met the need) or that there is some inclination to live with the existing and long-standing problems of office work and continue to "get along somehow." It would be interesting to know the real reason why only about one-third of the companies reported clerical training in one of the top five priority positions.

But since there is such a great variety of kinds of office work, and of difficulties growing out of it, the big item of interest is the question of what clerical activities or shortcomings stood out in the minds of the 35 training directors who wanted training to be given in this field. The listings on pages 70-71 show the main categories of need, and their frequencies of mention.

This outline of training needs is a composite from many different companies, hence is not to be considered as the true and correct picture of the needs in any one of them. You cannot use this list literally as a guide for your own program of office training. As a short-cut you might *choose* from items listed here, but it is quite possible that your people might need something else that does not appear in these composite listings.

To know your company's precise training needs, you would have to make a survey in your own company using a

To survey employee training needs, Dr. C. C. Crawford holds meetings (above) at which those who know the problems write them on How-To slips which Dr. Crawford classifies in his Thinkshop (below).

technique such as was used in this survey. The results here can only be illustrative and suggestive, but the technique used in a survey with your own people could yield dependable and conclusive guidance as to what to teach your clerical personnel how to do. The workshop session which Mr. McBride conducted aimed at encouraging more such systematic methods of determining training needs, to replace some of the rather informal and inexact methods which are often practiced.

The Crawford How-To system is more than a mere loose leaf written questionnaire technique. It requires quite exact and precise handling if it is to yield anything of value. When attempted by persons who underestimate its professional challenges, it is almost invariably disappointing. When properly set up and carried through, it yields rich re-

What Do Office Personnel Need To Be Taught HOW TO DO?

How to perform office work operations (135)

1. How to file (24).
2. How to talk on the telephone (17).
3. How to fill-in forms (16).
4. How to type (10).
5. How to operate office machines and equipment (9).
5. How to look up needed information (9).
6. How to compose letters (8).
7. How to do statistical work (7).
7. How to type each kind of copy: rough, finished, duplicating masters, etc., (7).
8. How to type letters in proper formats (6).
8. How to take and transcribe shorthand (6).
9. How to care for office machines (3).
9. How to obtain materials and supplies (3).
9. How to route or distribute communications (3).
10. How to check and proofread copy (2).
10. How to prepare reports (2).
11. How to post items to a record (1).
11. How to release and keep track of materials (1).
11. How to call the fire department (1).

(Numerals in parentheses indicate the number of times that each of the 42 subjects was cited by members of the American Society of Training Directors.)

How to practice desirable office qualities (67)

1. How to arrange work sequences and priorities wisely (13).
1. How to improve efficiency of your work methods and operations (13).
2. How to keep interested; not bored (8).
3. How to make full use of your time (7).
3. How to be neat, well groomed, hygienic (7).
4. How to be accurate (4).
4. How to meet deadlines and emergencies (4).
5. How to keep your work neat and attractive (3).
5. How to preserve security of cash, valuables, confidential information, etc., (3).
6. How to be correct in the use of names, titles, addresses, special terms, etc., (2).
6. How to practice proper office behavior (2).
7. How to produce neat work (1).

How to manage your office human relations (57)

1. How to handle visitors (18).
2. How to get along with your fellow-workers (13).
3. How to cooperate with your superiors (10).
3. How to supervise others (10).
4. How to train others (6).

How to extend your education (23)

1. How to improve your English (7).
1. How to grow, improve your skill, and get ahead in your work (7).
2. How to inform yourself more adequately about your company (5).
3. How to read better (2).
3. How to increase your arithmetic skill (2).

turns. The minimum preparation needed by someone who wanted to do a training survey of this type would be a careful study of C. C. Crawford's book, *How to Make Training Surveys.** Dr. Crawford is a professor at the University of Southern California and research director for Ernest L. Loen & Associates, Los Angeles management consultants.

To do a survey of your own company's training needs by this procedure, Dr. Crawford advises arranging for a few meetings in which those present would list on paper slips (one problem per slip) the things the clerical force under consideration should be taught how to do. These slips could then be classified as were the problems listed here.

Getting the right persons into these workshops is, of course, the most vital essential of a sound survey procedure. If there are several different types or kinds of clerical personnel to be trained, do not mix them up in your survey. If you do, you may get the total training needs of the composite group but still not know what to teach to any one portion or segment of that group. So run your survey in separate units, so as to segregate results according to the possible office trainee types.

Let's suppose that the girls who handle the correspondence in Department X are "suspected" of needing some training. How should you proceed from there? At least three kinds of people could be used to shed light on what they should be taught how to do, as follows:

1. The trainees themselves, so that you would have their own problems and difficulties and needs, and their own *invitations* for you to give them this training.

2. The trainees' supervisors or superiors, so as to get the mature and responsible judgments of those who know how the work should be done, and who must correct and adjust for failures and shortcomings of the clerical force.

3. The "consumers" or "victims" of these trainees, so as to get the needs as seen by those who are directly concerned with the end results. These "consumers" of clerical services may be salesmen, bookkeepers, executives, or even customers and their employees who are inconvenienced when something goes wrong in your office.

You don't need great numbers of persons in these workshop meetings, but you do need proper *representativeness*, so that you tap the right resources, or get the judgments of the right people in the company.

The time required to write the How-To problems on slips in a workshop meeting is very short. An experienced survey expert can get the problems in a 30-minute meeting, including the giving of the directions. Several such meetings can be conducted, one every hour, and thus yield your survey data in one day's time. Processing will be slower, but will still be relatively simple if the slips are written according to proper mental controls set up by the research director who planned the survey.

After determining your training needs, then what? Obviously the next big problem is to assemble the subject matter, know-how, or "answers" for each of the How-To problems. The written workshop method is even more valuable in assembling this job know-how and methodology than it is in determining the training needs in the first place.

The important point is that a survey technique is available by which you can collect a few hundred or a few thousand judgments of training needs in a few hours of lapsed time, and that this same technique is equally available for the collection of the subject matter and methodology for meeting each need. Why work at employee training the hard way?

* Available from Ernest L. Loen & Associates, 2330 West 3rd St., Los Angeles 57, Calif., $5 postpaid.

The coding section has a card for each customer in Mosler Revo-Files and posts the receipt of each order.

Kennametal's Internal Order Processing System

ONE OF THE leading manufacturers of cemented carbide products, Kennametal, Inc., of Latrobe, Pa., is speeding its processing of orders from various parts of the world with an internal teletypewriter systems installation that has already proved its financial value and is expected to pave the way for additional automation of the firm's business facilities. The southwestern Pennsylvania firm maintains district offices in major cities throughout the country and a vital factor in its operation is flexibility in processing the many types of orders.

J. R. Cline, Kennametal home office supervisor, said the system has "allowed us to handle a number of invoices over and above the number we were able to handle in the past. Already, it has pro-

Teletypewriters are used by order department clerks to write multiple-part forms continuously. The invoice master (top copy) folds by itself in the carbon separator.

The production control office receives teletypewritten orders for make-up items on four-part forms. Here, the master is used on a Ditto machine to duplicate shop cards and others for production purposes.

vided a considerable amount in savings," he said. "Another favorable point is that it paves the way for additional automation."

The system links the order, production control and stock room shipping departments and enables Kennametal to divide the functions of order processing instantly to give each kind of order the fastest possible treatment. Each copy of all the forms used for order processing and billing is alike in layout, sequence and arrangement of all or such portion of the data as is pertinent to the document. Mr. Cline said "this standardization with flexibility is the result of Kant Slip continuous carbon interleaved forms designed by Standard Register Co."

The system has been in operation since the summer of 1953. Its inauguration coincided with the transfer of the shipping department from a location only 25 yards away from the order department to a new building location more than 100 yards away. Advantages of the system include a more constant flow of orders into production and shipping, quicker and more efficient handling of acknowledgments and internal control copies. Its flexibility allows processing a large volume of orders and invoices, regardless of the inherent problem of partial shipments, and still maintain a high standard of customer service. Forms used are:

1. Sending, Stock Items (direct customer orders). Consists of four parts: Latrobe Invoice Master (for hectograph duplication), Expediting Copy-Orders Entered, Accounting Copy-Orders Entered and Inventory Control copy.

2. Sending, Make-up Items. Consists of six parts: Customer Acknowledgment, District Office Acknowledgment and Salesman's Acknowledgment together with the first three copies named.

3. Receiving. Consists of four parts: Latrobe Shipping-Invoice Master, Packing Slip, Shipping Department-Numerical and Shipping Department-Layout. If the order is for stock items this form is teletypewritten in the shipping department. If it is for make-up items, the production control office receiver types the same set of forms. In the latter case, production control employs the master to duplicate needed control, accounting and shop cards for each single item of the order, then passes the

form on to shipping.

Invoicing of all shipments, either from a district office or the plant, is done at Latrobe.

Orders can be divided broadly into two groups: (a) those for standard stock items that have been processed through the district office and forwarded to Latrobe for invoicing only, or for shipping and invoicing the customer; and (b) all others, consisting of those for make-up items from district offices and all orders from customers direct.

"Every order is first routed to the coding section. A Kennametal order number is applied and codes are written or checked," Mr. Cline said. "Clerks refer to Mosler Revo-File units containing a card for every customer which includes complete coding information needed for accounting controls and the customer's instructions for shipping and billing. On the back of this card, the clerk notes receipt of the order—date, customer order number and our order number."

The district office order received at Latrobe is a hectograph master copy of its writeup. After code checking, this goes to a clerk who extends unit prices, applies the total and, if shipment has been made by the district office, an invoice number and date. The master then goes to the duplicating machine operator.

"The class of orders written up at Latrobe employ the teletypewriter system," Mr. Cline said. "A customer order for stock items is coded, edited, priced and extended, after which an order typist transmits it direct to the file. When shipment is made a shipping notice is sent to the order department where the invoice master is pulled from the open file and invoice copies are produced. In the event of partial shipment the shipping master is used to produce additional shipping papers."

On make-up items, a customer's purchase order or a specified form of district office write up, is coded and passed to editors who are responsible for applying all data pertinent to the processing of such an order. If it is a simple fabrication, they price the order and, from a product scheduling sheet showing categories and time required by the production department, they schedule shipment.

An order requiring special pricing or

The shipping department stock room receives a four-part teletypewritten set of forms automatically as the customer's order for stock items is typed in the order department. The set includes a master for duplicating shipping papers.

scheduling is referred to the proper team of order handlers (two men for each of five regions of the U. S.) who steer it through the production and engineering department and drafting room. After this it goes to the extending clerks and order typists. In teletypewriting the six-part sending form (including acknowledgment copies which are immediately mailed) the typist translates weeks required into a shipping date. Internal copies are distributed and the invoice master goes to the open order numerical file.

In the case of make-up items, the receiving form is automatically typed in the production office. This permits the production control department to have the responsibility for preparation of its own shop operation cards and cards for production control and accounting purposes.

Production control forwards the master and shipping papers to shipping where they are filed numerically, awaiting receipt of the items from the shop. As with stock orders, receipt of a shipment notice in the order department causes the invoice master to be pulled from open order file and billing copies are duplicated.

"With three teletypewriters in our order department linked to two in the production office and two in shipping, we have a very fine flexibility in handling traffic over the system," Mr. Cline said. "While one sending machine is permanently connected to one receiver in the shipping department and another to one in production, the third sender can be switched between the second receiver in each office as desired. If there is a peak either of stock or make-up orders, we can teletypewrite them continuously on two machines to the right destination."

Don't Be Fooled by Office Worker Statistics

EDMOND W. McNAMARA
Systems and Procedures Supervisor, Bassick Co., Bridgeport, Conn.

FOR YEARS office management people have unwittingly done themselves a disservice. They not only have condoned harmful talks and articles by others, they have themselves authored articles which are now being used against them. We are all familiar with the opening statement in a treatise which hums on like this:

"In 1910 there were 1,700,000 people employed in clerical jobs in this country. By 1950 the number had grown to 7,700,000. In 1910 clerical jobs represented 4.6% of all jobs while by 1950 the proportion had risen to 12.6%."

Such statistics, as they stand, are misrepresentative and unfair to those who are charged with staffing the clerical work force—notably the office manager. Without question this use of statistics has appeal. It also has its dangers, Take this recent example:

During early 1954 business generally was substantially below the corresponding period in 1953—both in volume and in profits. Inventories were being watched closely. Buying on short supply was the order of the day. And so were economy drives. These very conditions, with their attendant increase in records analyses and report interpretations, added to the clerical workload. Consider a typical case as events developed.

With a falloff of orders, factory productive workers were laid off. The tune of the day was, "We're in for a

recession." Then a new tune was introduced by the sales folks, "We've got to step up selling effort to bring in orders." So people were added to the sales and advertising forces. This was management's edict and unquestionably wise. But, these additions to the staff were more than salespeople. They were white collar workers. If you analyze many of the statistics employed you will find that these people are part of the *clerical force*.

It didn't take long for the party with a penchant for percentage comparisons, to come up with a set of "statistics" which showed something like this:

	PRODUCTIVE WORKERS	NON-PRODUCTIVE WORKERS
June 1953	2000	300
June 1954	1500	325

This subtle statistic aroused management, and well it should. Therein lies the danger and the harm of statistics as used to compare the factory force with the clerical force.

Such figures ought not go unchallenged and usually they do not. Somebody is bound to make this pertinent observation: all non-productive workers are not strictly clerical. There are sweepers and setup men, and others. This fact is recognized. In fact these categories were next on the list in the economy drive. With productive hours lowered, departmental budgets and control sheets began to show red figures. Pressure is on the production supervisor. He is judged by these figures. No high powered persuasion is needed to get him to make cutbacks in *his* non-productive help. What easier way is there to get rid of some red figures and get management off his back.

With this accomplished, the statician issues his next set of statistics:

	PRODUCTIVE WORKERS	NON-PRODUCTIVE WORKERS
August 1953	2100*	300
August 1954	1570	300

* volume picked up in July and August, increasing the productive work staff in both years over the June figures.

The picture still doesn't satisfy. More cuts are discussed. How about the accounting office! How about purchasing! Meanwhile the manufacturing division is beginning to feel the repercussions of the cutbacks it so opportunely agreed to a few months earlier. The pot is boiling. Discussion begets controversy. Eventually a committee comes into being. This committee soon drives the accountants silly searching for and trying to isolate figures which will substantiate arbitrary conclusions already reached. This sort of organized staff rationalization reminds me of the small town barber who needed help to prepare his income tax return. He kept no records, but he was grateful and felt obliged to his adopted country. So he would ask a friend:

"How much I'ma gif Huncla Sama lasta year?"

Referring to his prior year's report the friend would answer, "Seventy-two dollars, Tony." He would put his hand over his eyes for a minute in silent contemplation and finally announce: "I'ma tink I should gif Huncla about eighty-five dollah thisa time. Hokay?"

Tony's friend then had to work backwards, filling in figures taken from the backs of envelopes, or worse, to arrive at a completed tax return which showed that Tony owed Uncle Sam $85. This analogy is not basically different from what sometimes goes on during economy drives in business.

Even if we accept the claim that

ACCOUNTING OPERATIONS: *People and Diversified Equipment*

From an etching by Carl M. Schultheiss, executed for the Bell Telephone Magazine, published by American Telephone & Telegraph Co.

statistics as used can be harmful to the office manager, we don't have justification for discontinuing the furnishing of statistics to management. But we do have the responsibility of furnishing and adequately interpreting valid statistics. What then is required to lend validity to our statistics to lessen the rash action they can provoke?

First of all, those of us who use and interpret statistics such as we are discussing here must refocus our outlooks. Times have changed. Things have changed. Businesses get bigger and bigger. As business grows, it is no longer possible to manage by personal contact. Paperwork has become a necessary vehicle on our communications highways and by-ways. The basic concept of management has changed. More and more we manage by reports—management control reports, we call them. This new concept plus the clerical requirements imposed on business by government agencies, sociological development, wars and their aftermaths, more complicated taxation—all mean more paperwork. This requires clerical work and clerical workers. We have learned how to use time study, pay incentives, suggestion systems, motion economy, work measurement, work simplification, job evaluation, statistical quality control, and sundry other tools of management. These reduce productive hours and simultaneously increase nonproductive hours, in the sense that we use the term here. They add to the staff of administrative and clerical workers such as was never dreamed of in the *good old days* when there was "only one clerk on the payroll for every 30 workers in the plant."

We must appreciate the fact that during the past 50 years American industry has gone through a period of technological change. In this process, machines replaced laborers and productive workers. Yet these machines require technicians to fit them into the industrial picture and to schedule and use them in the interest of maximum economy and efficiency. Since World War II, American industry has been in what is being called the era of automation. This is an extension of technological development. It will tend to make more industrial operations mechanical and automatic, reducing further the labor force in a given area and further tilting the balance between clerical worker and factory worker. Technicians will abound — technicians and white collar workers.

Of course one should not construe the above as a plea for license to unnecessary paperwork or clerical help in business. The office manager must be ever alert to the possibility of reducing clerical hours without impairing the value or the timeliness of reports for management. The modern office manager must be ready for more and more mechanization in the clerical areas. The amazing potential in the field of integrated data processing and in electronic equipment for the office are almost unlimited. They present an increasing challenge. Already office management and office systems people have made tremendous strides, especially during the past ten years. But admittedly they have barely scratched the surface. Research must be stepped up if these people are to stay abreast of developments; if sound recommendations are to be made by them to their managements.

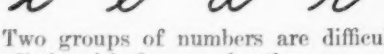
To gain the support of top management, so necessary to make the changes that will have to be made, the office manager must combat misrepresentative statistics. He must spearhead the effort to bring forth the facts with sound statistics and adequate interpretation. The office manager must crusade for acceptance of the fact that a continual narrowing of the ratio between productive and non-productive workers is not necessarily bad, but may be the surest sign of proper adjustment to the mechanical era that is upon us. He must refuse to be distracted by partisan statistics while he keeps his eyes on the principles of sound clerical staffing.

Handwriting Improvement Program for Business Employees

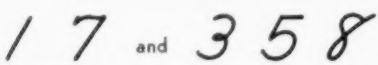
A HANDWRITING improvement plan for business employees, and a scholarship program to assist teachers in the handwriting instruction of children, will be launched next year according to the Handwriting Foundation. Albert G. Frost, president of the foundation, said that several hundred clerks, secretaries and executives employed by five companies will begin a test program designed to increase the legibility of handwritten forms and correspondence. Self-improvement manuals, charts and other materials are being prepared by handwriting experts under supervision of the foundation. The five companies are American Safety Razor Corp., New York; Around-the-World Shoppers Club, Newark, N. J.; Bettinger Corp., Waltham, Mass.; Channel Master Corp., Ellenville, N. Y.; and Ciba Pharmaceutical Products, Inc., Summit, N. J.

After this pilot project is completed, the program will be made available free to all businessmen requesting it. It is designed so that one executive is assigned the job of educating his fellow employees. He can, without previous training, serve as a group leader in teaching the course to others.

The foundation has published a 16-page booklet, *The Second R,* which offers advice to help prevent writing indecipherable numbers and incomprehensible letters. It warns that the following four letters give the most trouble:

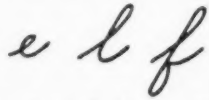


Two groups of numbers are difficult to distinguish from each other:



Illegibility results from failure to close letters like

closing looped letters like



looping non-looped strokes like

using straight up-strokes rather than rounded ones for the beginning stroke of such letters as

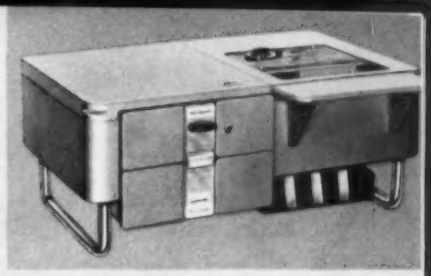
In addition to watching the above faults, handwriting can be improved by:

1. Sitting properly with both forearms on the desk, hips pushed back and shoulders slightly forward.
2. Avoiding hand fatigue by keeping the palm and wrist down; not turning the hand too far to the side.
3. Keeping a good supply of writing tools such as pens, pencils, papers and ink.
4. Carefully separating letters and spacing words and, in general, paying attention to what we write.

Free copies of this booklet can be had from the Handwriting Foundation, 1426 G St., N.W., Washington 5, D. C.

For More Information Circle No. 372→

whatever you need in microfilming



MODEL 205 RECORDER

MODEL 206 READER

—and at a price you can afford!

To meet the need for truly low-cost microfilming, here is a complete new line of machines from Bell & Howell and Burroughs. *Micro-Twin Recorder-Reader:* For less than you might expect to pay for a recorder alone, you get a complete microfilm recorder and reader in one unit! *New Model 205 Recorder:* The Micro-Twin without the reader. *New Model 206 Reader:* A simple, low-cost unit for convenient use where readers are required in locations removed from the recorder. Here are all the advantages of microfilming . . . at an invitingly modest price. Call our branch listed in the phone book. Burroughs Corporation, Detroit 32, Michigan.

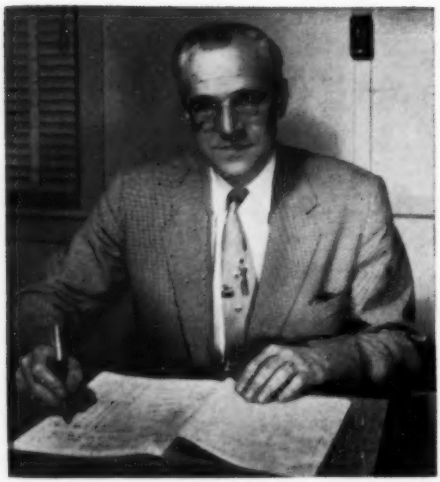
MICRO-TWIN RECORDER-READER

Bell & Howell MICROFILM EQUIPMENT

SOLD AND SERVICED BY Burroughs

"Burroughs" and "Micro-Twin" are trade-marks.

Combines Billing with Accounts Receivable



LLOYD G. BRIGGS
Controller, Albany Felt Co., Albany, N. Y.

BY COMBINING our accounts receivable and billing operations, we have reduced the time expended in this phase of bookkeeping from 6,029 hours a year to 4,086. The full time of one person has been saved which, in terms of dollars and cents, has meant a cost reduction of approximately $3,000 a year for our company. Our billing production has been raised from 12-14 an hour on invoices alone, to 20 an hour including the entire accounts receivable posting.

It occurred to us that the billing-accounts receivable problem is encountered by just about every other company on earth, and that many others may be interested to know how these two normally separate functions can be effectively combined. Our own company did not previously have what would be termed an outmoded method of billing, so that a substantial cost reduction might be expected by conversion to any modern system. We had continuous feed billing on an electric typewriter. Since our volume is only about 2,000 bills a month, the accounts receivable ledgers were hand-posted. We could have had a posting machine for this latter operation, but it would have saved little or nothing. But we worked out a plan that would combine the two jobs.

We will show here *how* the combined operation works, and then explain *why*

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3 models, 6 sizes to fit your specific need!

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And only the *all new* Thomas Collator offers *all* of these important operational and design features. There's exclusive Speed Load Control that permits faster, easier stacking in bins . . . new Rotating Feed-Fingers for unparalleled efficiency . . . increased bin capacity and size . . . new, beautiful modern styling . . . and so many, many more built-in advantages!

Whether you spend 2 or 200 hours a week collating sales bulletins, price lists, reports or any other duplicated material, find out how you can say a thankful "good riddance" to the time-waste and confusion of old-fashioned collating methods.

FREE

Collating Cost Calculator

Instantly shows time and money saved between Thomas collating and manual collating. Helps to schedule upcoming jobs efficiently. A *must* for every office that does collating.

Write for your free copy of our colorfully illustrated brochure that tells how to increase efficiency, perk up office morale and reduce costs by at least 50%. No obligation, of course.

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More in use than all other makes combined

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For More Information Circle No. 283

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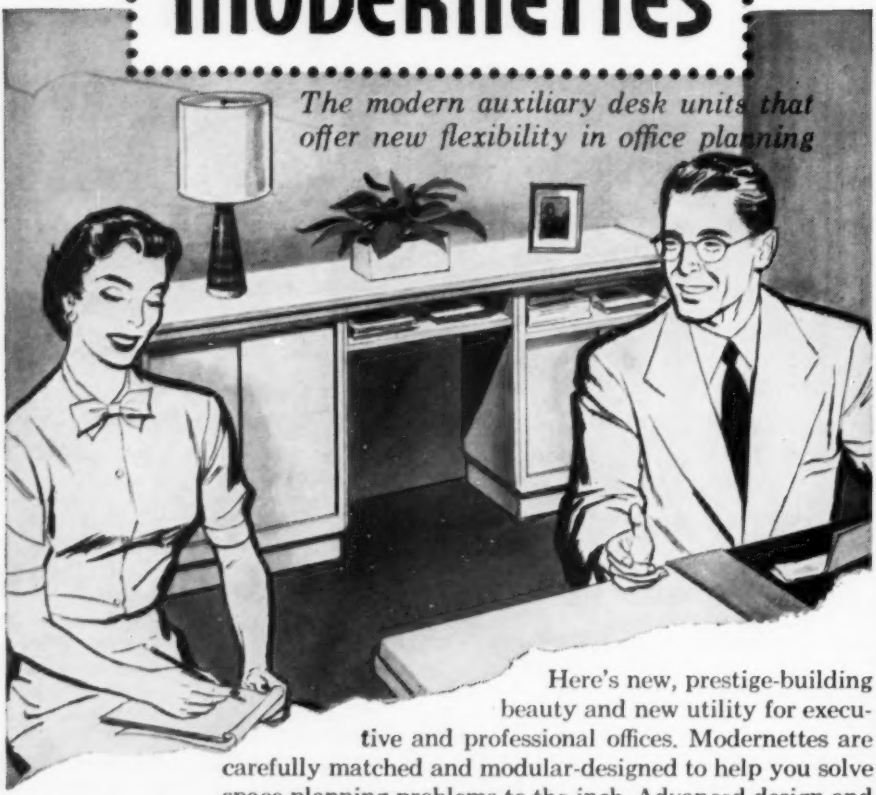
The modern auxiliary desk units that offer new flexibility in office planning



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it saves so much time.

Our billing is done from the shipping department copy of our order form. After the order, or part of it, has been filled, this copy goes from our shipping to our order department, where it is priced and extended, special charges added, etc. The copy is then sent to the bookkeeping department, where prices are again checked before billing. That is, our procedure is much the same as that of most other companies. But by redesigning the shipping department copy, we have eliminated the problem of having the girl "pick off" what was shipped on partly filled orders. A full memorandum of what was shipped, price and so on, is now inserted in one place, at the bottom of the form, and this has been partly responsible for increased billing production.

The actual billing and accounts receivable job is illustrated by the forms in Fig. 1. It is accomplished on a typewriter-bookkeeping machine. The machine dates and numbers the bill automatically, then the girl types in name and address, shipping instructions and description on the machine's electric typewriter. As shipments are described, all numbers (serial number, units, and unit price) are filled in by using the adding machine-type keyboard. The machine then prints the total of the bill and moves across to the daily sales journal where the operator types name and picks up the customer's old balance. Date, invoice number, charge and new balance are automatically printed, and the girl then analyzes the sales, both as to number and amount, by three classifications — felt, industrial fabric and by-product. The machine prints a .00 proof at the extreme right, indicating that the customer's balance was picked up correctly and that the amount distributed equalled the amount billed. As entries are made to the journal, all columns add automatically.

Note that we could prepare a statement for the customer in the same operation, without the slightest extra effort. This would be simply a matter of having a carbonized statement in front of the ledger card, so that both would print at once. However, we do not send out statements except on accounts over 30 days old, unless the customer requests one.

The first result of this operation is

The combined billing and accounts receivable operation is done more than 50% faster than billing alone used to take.

that we get our accounts receivable and billing done in less time than it used to take for billing alone. A second feature is that the accounts receivable are continuously up-to-date and in proof; we can give our credit department an up-to-date ledger card, on any or all customers, every night at 5 o'clock. Third, the sales journal eliminates a separate job by our order department. They used to make up a billing report every day, manually—which, at that, was not a permanent record. The sales journal provides the same information in permanent form. Our

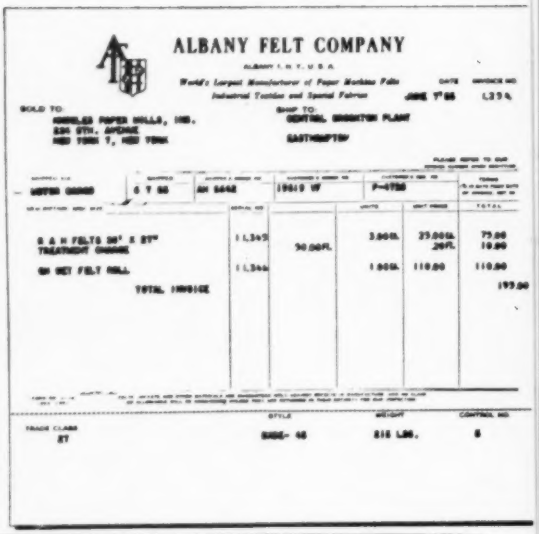
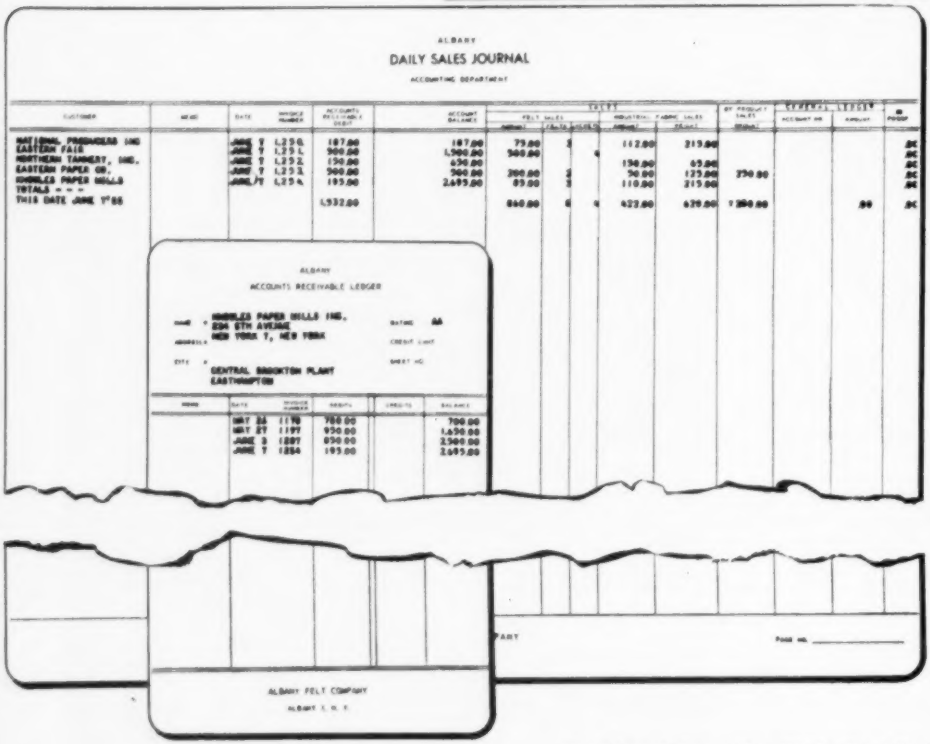


Fig. 1. Invoice (right) is dated, numbered and totaled by machine which holds figures to repeat them on ledger card and journal (below). Then distribution is made by type of sale and machine proves entry.



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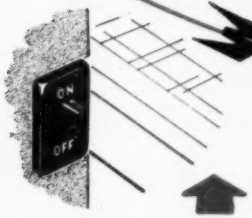
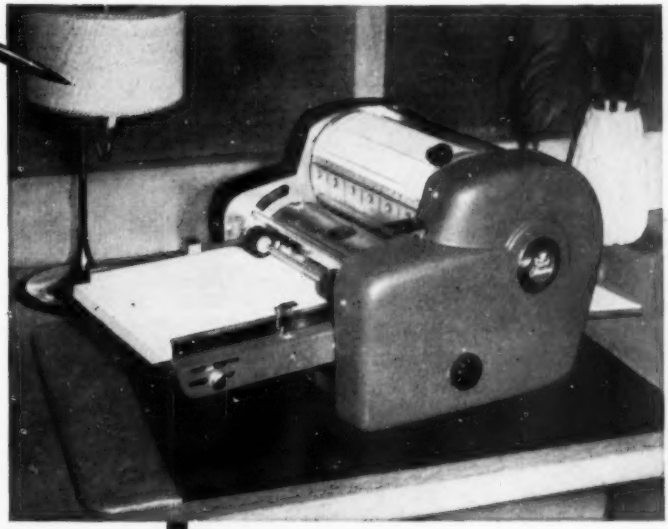
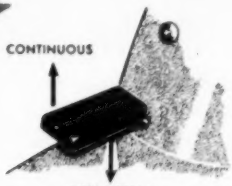


Just flip the switch and quiet dependable power makes short work of your duplicating. Speed, 120 copies a minute.



This feather-balanced, efficient lever control gives instant automatic response at a touch. Down for a single copy. Up for a full run.



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The description of your new Standard Electric Rocket sounds very interesting. Please contact us for a demonstration in our own office. We understand there is no obligation.

Company .....

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How much time and money

This battery of three Revo-Files at the Los Angeles Teachers Credit Union revolutionized filing operations . . . cut costs . . . improved efficiency

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A simple change from old-fashioned "hunt and pick" card files to modern Revo-Files usually saves a firm enough to *pay* for its Revo-Files in a year or less. In addition, morale goes up . . . clerical fatigue goes down . . . and the efficiency of your whole card system improves!

WHAT COULD BE more practical? Let those *file cards* "go round in circles" instead of your clerks! *Save* all the lost time, motion and energy that old-fashioned drawer and tub files steal from you. Save on your operating costs, too.

Revo-File "rounds up" all your active cards . . . as many as 7,500 cards per file . . brings them under fingertip control . . . ready instantly for reference and posting. Clerks use the Revo-File from a relaxed sitting position (or convenient standing position, with special Hi-Boy Model). Revo-File is compact. Mobile. Takes only a fraction of the space needed for the same records in older-type files. Why not investigate this modern cost-cutting equipment, today? If you have 3,000 or more active cards, it'll pay you handsomely. Mail coupon, now!

IMPORTANT P.S. Nice thing about Revo-File is that no costly, time-taking changeover to new cards is required. Put present cards in . . . you're ready for work.

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FIRM _____

ADDRESS _____

CITY _____ ZONE _____ STATE _____

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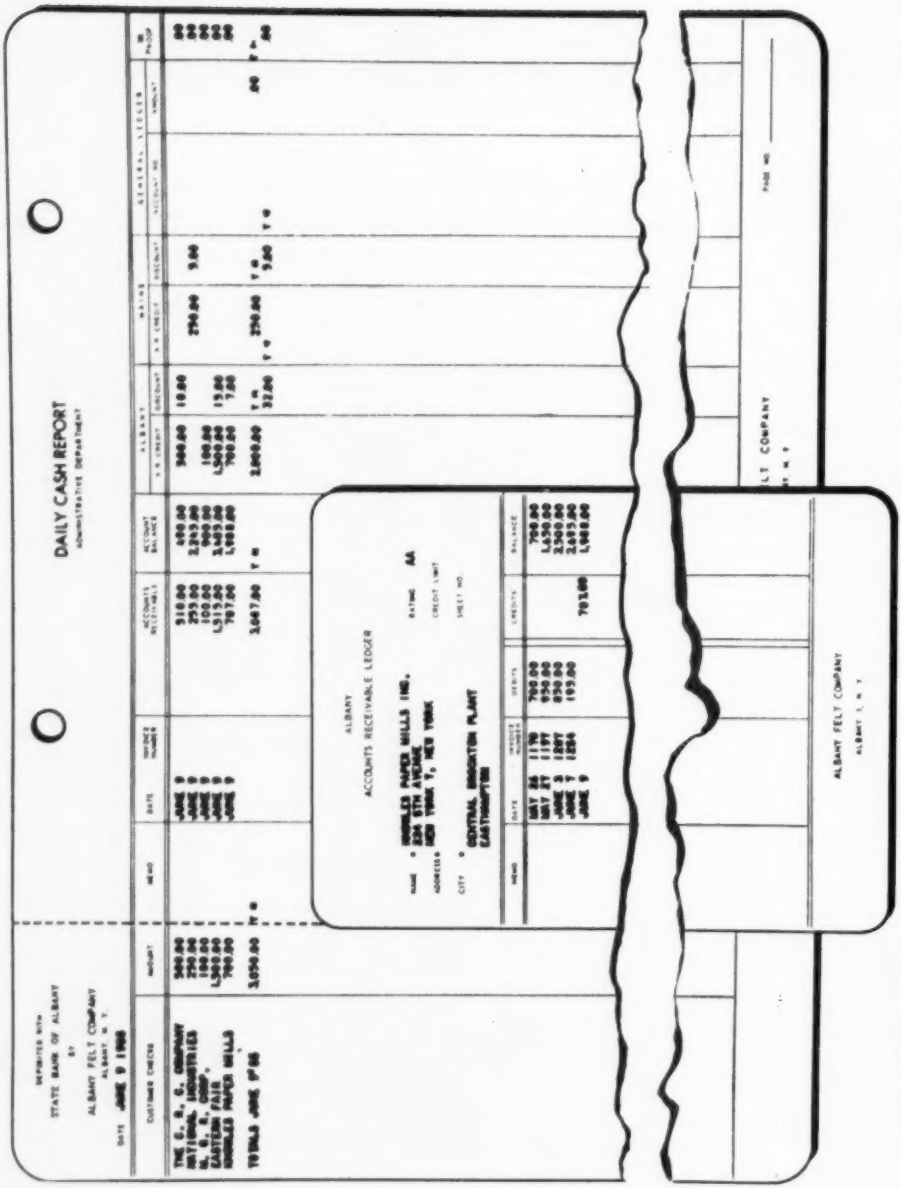

Fig. 2. As cash is posted to accounts receivable ledgers, daily cash report is produced in triplicate. Stub at left becomes bank deposit slip.

president and treasurer get a daily flash report of sales, inventory, cash, accounts payable and accounts receivable balances.

Our invoices are made in eight copies

(Continued on page 133)

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business papers

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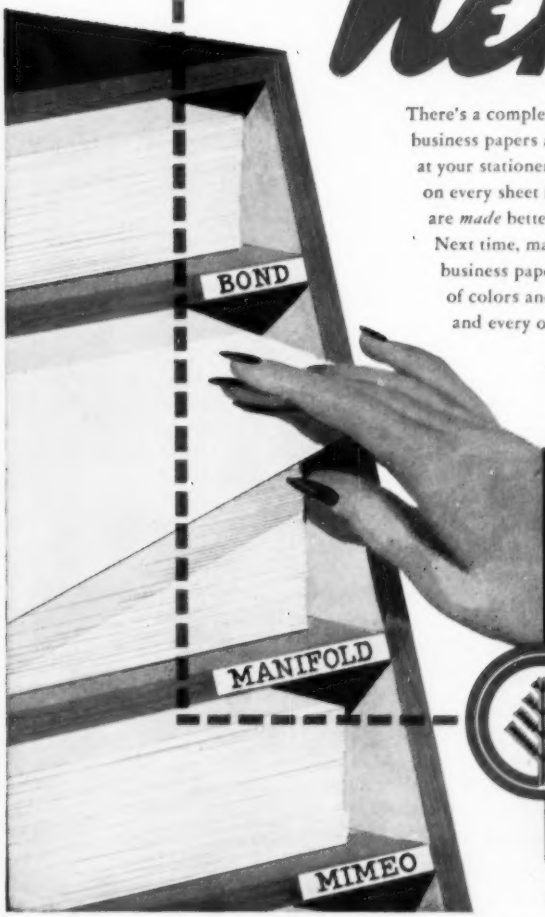
There's a complete line of Nekoosa *pre-tested* business papers at your printer's . . . and, in cut sizes, at your stationery store. The famous Nekoosa watermark on every sheet is your assurance that these papers are *made* better . . . to *look* better and *perform* better. Next time, make it a point to specify Nekoosa business papers. They come in a wide variety of colors and weights for every office use, and every office machine.



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For More Information Circle No. 173

A Peek at East German Offices Behind the Iron Curtain

ANONYMOUS

EAST GERMANY'S offices are undergoing what is to them a great, new reform: mechanization. For about the past two years, all East German nationalized businesses, which make up the greater part of all industry and trade there, are switching from manual to machine operation in order to speed work, lower costs and release personnel who are needed in the factories.

The directives of the East German Government on the mechanization of the office are said to follow similar orders issued in the Soviet Union. Economic planning in all countries behind the Iron Curtain functions only when the managing offices are able to procure current reports on production and consumption or distribution. Previously existing manual office methods did not serve this purpose. Now all Soviet offices will be mechanized, including government departments and especially accounting work.

Accounting offices must be able to show the origin of their costs, who is responsible for them, the operations requiring these costs, and the relation between the actual costs and budget figures. The basic idea behind this mechanization of accounting is to get statistics which can be used to spur the workers to greater productivity.

The East German Astra Class O adding listing machine with credit balance.

Soviet economic scientist, W. Djatschenko, defined accounting mechanization as a method "of simplifying it, of saving money, of accelerating it, making it accurate and of securing the highest degree of operative qualities."

Only a short time ago an East German office manager would have found it quite a problem to do any mechanizing because offices in the German Democratic Republic were allowed to purchase very few office machines. But, since January 1, 1955, all office machines have been released from restrictions and can be obtained because of more generous investment allowances. To speed the transition from manual to machine methods and to assure the proper use of the right machines two years ago they formed the Arbeitskreis fur Uberbetriebliche Organisationsberatung-Maschinenbuchhaltung (Labor Union for the Organization and Deliberation of Mechanical Accounting). This union comprises representatives of government departments who are competent in accounting and members of the office machine industry. The union also has issued directives on the use of office machines as obligatory in nationalized businesses. In most trades, standardized management control procedures have been set up and can be used by most East German offices.

Can East Germany's industry supply enough office machines to satisfy the requirements of all offices which are required to mechanize? Before World War II, the greatest German office machine production came from plants

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People in business, people you know, who have tusseled with the problem of collating for years, are **ASTONISHED** at the effortless operation of the NEW electric **COLLAMATIC.**

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Model 1200 Console

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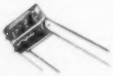

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FLEXIBILITY OF LINE — Your increased requirements provided for by simply adding Units.

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located in what is now the East German State. Today these plants are again producing large quantities of typewriters, adding machines, calculators, accounting machines and cash registers. Present production might well be sufficient to satisfy all East German requirements were it not for the fact that office machines are among the most important export products—and export requirements come first! So offices, at present, in East Germany usually have to wait long periods for delivery of the machines they have been directed to acquire and use.

Strange to relate, there is no manufacturer of punched card tabulating equipment in Eastern Germany. Probably for this reason they have entirely abandoned the use of all punched card methods. Also missing from East German offices are microfilming equipment and dictating machines because these are not produced there and have not been introduced by other European countries. To a small extent, stencil and spirit duplicators are available (formerly all large German duplicator factories were in what is now the western zone). Office supplies from the chemical branch of the industry, and all the little things which are so useful in making office work easier, are of poor quality and are not produced in a quantity to meet the demand. This shortage is similar to the shortage of all materials which is customary in non-nationalized factories. The East German Government gave first priority to accounting because it realizes that this is most important to the accomplishment of all its economic plans.

East Germany's Rheinmetall Model KEL calculator.

The Rheinmetall Model AHS adding listing machine. No full keyboard adders are made in East Germany.

To purchase office machines, nationalized industries must apply to the State German Trade Center Feinmachanik/Optik (DHZ). A private businessman may buy his office machine from a retailer. Besides the non-state distributors of office equipment and supplies, there are the HO-Laden (shops of the state-trading organization) which distribute equipment. The DHZ acts as an advisory board on accounting machine systems. To get an accounting machine, the order must be given to DHZ before the start of a plan-year (one of the periods of the Five Year Economic Plan). The machine will be received on a long-term delivery basis.

When assigning office machines, great importance is placed on making the greatest use of the money invested. For instance, they assign adding machines of only the capacity which a business or department can use, never of a larger capacity. When converting from manual to machine methods, an effort is made to improve the system and

unify some operations. They try to eliminate repeated operations and do as much work as possible automatically. It is customary to eliminate all extra copies wherever possible.

Great care is taken to produce only usuable information on accounting forms. Reports for interior management must contain all the data which are needed and avoid anything that is superfluous or seldom used, according to DHZ. Other state-directed instructions contain such familiar phrases as: the sequence of entries on all forms must be the same, form sizes should conform to East German standard sizes, and forms should be combined wherever possible to simplify sorting and make control easier. Multiple-part forms are used where they can speed production by controlling several operations simultaneously.

Accounting management is centralized in the nationalized firms. This is aimed at reducing repetitious work and making it easier to inspect all operations. This also allows greater adaptation of machine methods. What they call their "sorting system" is to pre-sort the data to be posted in an effort to get the most efficiency and greatest accuracy from the accounting machine operation. The East Germans are said to be especially good in programming their work for accounting machines.

Although the mechanization of accounting operations was their first goal, they now realize that there is still too much manual clerical work being done, especially in medium size factories where all control forms such as work orders, time cards, work tickets, route sheets, etc., are written and copied by hand. The East is now following Western Germany's use of what are called "work preparation machines." These are spirit duplicators which print one line at a time from a master form containing many lines (all the lines or copy needed for an entire job). Such machines are appearing more frequently in the East.

The newer East German Continental Class 9000 accounting machine which prints abbreviations and writes full text.

The Continental Class 900 multiple register accounting machine which prints abbreviations.

Machines used in East Germany in an effort to meet their pretentious economic plan include adding listing machines with credit balance, and calculators which are in general use even in small offices. Many of these same models also are being exported. There is the hand operated Rheinmetall Model AHS, an adding listing machine with credit balance and capacity of 10 columns listing and totaling. Another is the Astra Class 110 electric machine. All East German adding listing machines have international 10-key keyboards or ten keys with single-double-triple cipher keys. They contain all the control keys customary on American machines. Adding machines with full keyboards are not obtainable. The speed of their electric machines is between

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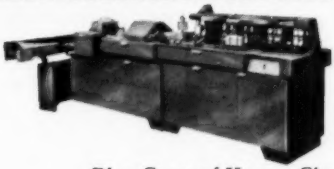

Small Mailer Discovers Benefits, Just As Big Mailers Have Been Doing

Blue Cross of Kansas City had a comparatively small monthly mailing — 17,000 pieces — which took 110 hours for manual preparation. Inserting & Mailing Machine now does the same job in 5½ hours. It saves 86% of the cost and would pay for itself within 3 years if only used this brief period. But Blue Cross, enjoying new mailing facility, has transferred other mailings to machine preparation. They report that the machine will "pay for itself far earlier."

Inserting & Mailing Machine gathers up to 8 enclosures, stuffs them in envelopes, moistens and seals flaps, meters postage or prints indicia, counts and stacks, all without human intervention, at the rate of 3,500 to 4,500 pieces per hour. One operator handles the entire job.

See Inserting & Mailing Machine at work. Read the details of the Kansas City Blue Cross story.

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O-11

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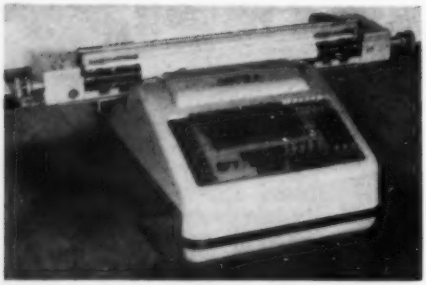

One of East Germany's finest machines, the Astra Class 170 multiple register accounting machine can print abbreviations or write fully.

130 and 180 cycles a minute. All models print and come with 59 mm (2¼") tape, the German standard.

Small and medium size businesses use adding listing machines like the Rheinmetall Model AES/WE 33 which has an automatic tabulator carriage for posting in several side-by-side columns. Astra also makes a Class 112 statement machine for manifold listing. Then there is the new Astra Duplex Class 30 adder which has a 10 column register with credit balance and an additional register for adding only. Any number can be transferred from one register to the other, as can be all totals. This machine, too, can be had with a tabulator carriage.

East German offices use several kinds of calculators of rotary, semi-automatic and automatic types. Usually you will find each model matching a similar American machine. The Lipsia 11 RZ and Melitta VII/16 rotary calculators, the semi-automatic Rheinmetall KEL IIcR and the fully automatic Rheinmetall SAR IIc, provide for transferring a number from the total register into the set-up register. Nearly all electric machines allow minus multiplication and minus division which are useful for transferring a product or quotient negatively into the product register or the rotary register to obtain a credit figure. Except on the Mercedes calculator, which has a device to reverse credit figures, all results of minus calculations cannot be read directly but only as credit figures or positive differences.

To avoid writing down figures needed for subsequent adding, such as many sub-totals, there are machines with non-printing storage registers. These are the fully automatic Rheinmetall SASL IIc and the Mercedes R 37 SM which allow transferring figures from the non-printing registers to the total register. East Germany has rotary calculators with set-up levers in full keyboard and 10-key styles for one-hand operation. The speed of their electric calculators averages 500 rotations a minute.

There are no electronic computers in East Germany and, according to the best information obtainable, there is no hope of their making or importing them. Remington Rand and International Business Machines Corp. electronic computers are distributed in Western Germany. But East Germany's accounting machine production is at a higher level than it was even before the war.

Multiple register accounting machines have found the widest application, because other types of machines, which might be better suited to a particular job, are just not available. Their industry is specializing on multiple register accounting machines although they need other types such as duplicating and tabulating equipment. In fact, all of Germany now favors accounting machines with numerous controls for different operations (including punched card systems) to replace the hand accounting work which was done there for so long. East Germany's automatic accounting machines comprise their greatest advancement in office methods and industry management controls. Their larger machines have carriages of 18" or 24" with semi-automatic front feed attachments which feed the forms to the desired line by operation of a draw-lever or draw-key. Machines are fully descriptive as well as symbol printing, with and without punctuation, and with foreign currency and measurement signs. Usually registers are adjusted for

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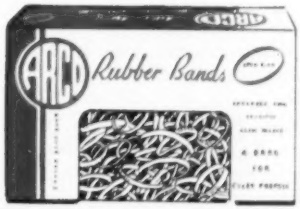
Everybody's happier using ARCO "Open Ring" Bands You can handle them Blindfolded — with one hand!

"They just can't Tangle"

EXTRA STRONG AND STRETCHY AND TANGLE-FREE THANKS TO OPEN RING DESIGN.

"If Unavailable, Mail Coupon With Your Regular Dealer's Name & Address, For Samples"



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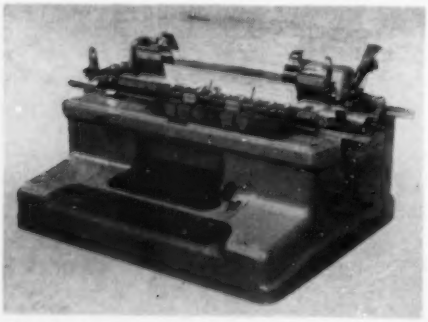
For More Information Circle No. 113

addition, and crossfooters for addition and subtraction, while a general reverse device allows changing all registers and crossfooters from positive to negative operation. This can be used to correct mistakes or even clear the register on a small machine. While only these few features are mentioned, it should be noted that East Germany makes machines with every automatic feature. Since it is the most advanced office machine that they make, they keep trying to add features so that more work can be done on accounting machines.

For all general accounting work, the state committee recommends the Mercedes Model SR 42, a fully descriptive machine available with one or two crossfooters, credit balance and with any number of changeable registers (up to 16 digits), in carriage widths of 18″, 24″ and 45″. Machine has a clear symbol, and all positive and negative balances and sums of registers can be printed by key operations. It has the front-feed which feeds forms to the desired line.

For current accounts or store accounting they recommend the Mercedes SR 14 which has one double crossfooter with credit balance. This consists of two figure wheels, one above the other. Registers allow direct reading of credit figures.

They like machines which print words and machines are made with choice of 12 seven-letter words or 24 single,



The East German Mercedes Model SR 14, a fully descriptive accounting machine.

The multi-purpose Mercedes Model SR 42 accounting machine has full alphabet keyboard. Such machines represent Eastern Germany's most advanced office equipment.

double or triple letter symbols. This limits the data which a form can contain but makes the form easier to read and interpret. Of course, this automatic printing speeds the work and allows them to print 80-130 words, abbreviations or numbers a minute. They like machines which verify the work as do accounting machines, so that no great trust need be placed in the operator.

Abbreviation printing machines are called simplex when there is one crossfooter and no non-printing register; duplex, when there are one crossfooter and one non-printing register; triplex, when there are one crossfooter and two non-printing registers; multiplex, when there are one or more crossfooters and a greater number of non-printing registers. All machines have changeable controls to be used with different forms or different systems. Some of their most useful automatic features include: printing of non-counting figures like account numbers, repetition of numbers or postings, split registers, non-printing whenever desired, general reverse of registers and crossfooters.

Abbreviation printing, multiple register accounting machines are made by Astra, Rheinmetall and Continental. One of the newest is the Rhinemetall

(Continued on page 136)

NOW—THE ADVANTAGES OF HYDRAULIC POWER IN A HANDY 19⅜" PAPER CUTTER!

Introducing the 193 Semi-Hydraulic Power Paper Cutter . . . newest and *smallest power-operated cutter* in the famous Challenge line! Ideal for the office or small plant. Just 19⅜ inches wide . . . yet with all the POWER and PERFORMANCE of many larger, more expensive models!

Hydraulically controlled knife cuts clean and deep. Won't repeat accidently. Works smoothly in harmony with easy-running hand clamp to save time and money. Special features include Challenge's safe and sure two-hand starting device . . . "duplex" measuring tape . . . "positive" back gage . . . and a handsome baked-on "wrinkle" finish which adds to the smart appearance of the cutter.

Ruggedly built . . . moderately priced—you'll find Challenge's 193 Semi-Hydraulic Power Paper Cutter *right* for you. Send for complete details now.

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For More Information Circle No. 111

The Army's New Accountant Training Program

CLARK L. SIMPSON
Staff Manager, Army Audit Agency, Washington, D. C.

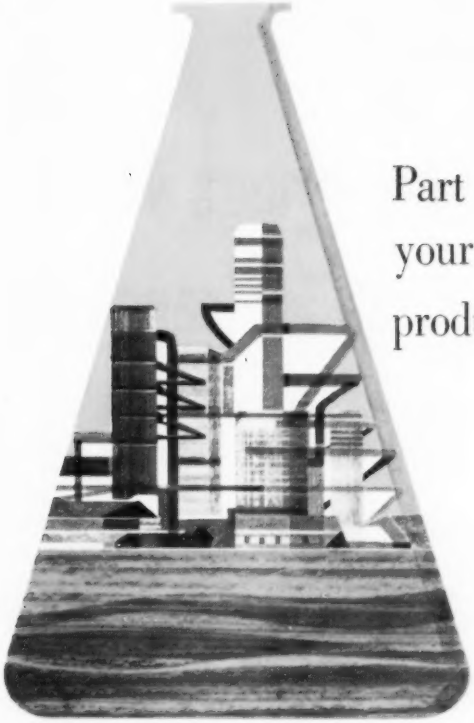
LAST JULY, 215 accounting graduates from universities all over America started vocational careers with the Army Audit Agency, a division of the Office of the Controller of the Department of the Army. In past years, employment with Government lacked appeal. Procedures and practices, in Government accounting especially, were antiquated; ambition was stifled and sluggishness was common practice. Modern government is different in a great many respects.

The Army Audit Agency operates as a professional staff of auditors, treating the new employee as an individual starting his career. The first six months with Army Audit Agency for a college graduate entering his first job consists of at least five weeks intensive classroom training with the balance devoted to gaining experience in practically all types of audits under the guidance of experienced accountants.

The training staff for classroom instruction consists of supervisory auditors, selected from all over the country, who are best qualified to present the subjects assigned to them. It is recognized that a proper start for a new employee will materially assist him to do his best work within a minimum period. A new employee has a tendency to become lost in a maze of new phraseology, new procedures and unfamiliar work schedules. A good orientation program reduces early turnover and develops desirable work habits.

Employees recruited upon graduation from college know accounting theories. They do not know Army accounting and Army auditing procedures. So we give extensive schooling in Army procedures. Our teaching staff utilizes ac-

Dr. Howard W. Wright, Army Audit Agency consultant, answers the question of an auditor-trainee. Lt. Col. Joseph B. McGee Jr., director, Atlanta regional office, is at rear. (U. S. Army Photo)



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Mongol was the first well-known brand of yellow pencil. It's America's standard of quality—and today's Mongol is the smoothest-writing, blackest-writing, longest-wearing pencil you can buy. It's one of more than 3,000 products made by Eberhard Faber, the name people rely on for fine writing materials. Look for that name—Eberhard Faber—on EVERY pencil you buy!

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Here's the dictating-transcribing equipment every office, every business, every professional man—large and small—needs! And at a cost that's less than half the price of comparable equipment of other leading makes. Never before has there been a modern low-cost machine that gives so much dictating and transcribing efficiency . . . with such ease of operation. No longer need any one do without the convenience and economy of the dictating equipment they've always wanted.

NOW YOU CAN SELL THE FINEST DICTATING-TRANSCRIBING MACHINE AT A PRICE THAT MAKES SENSE! New "2-Way" STENORETTE is the finest machine of its kind ever built . . . proven by over 200,000 users all over the world. Its quality stands up! Its operating expense is practically nil. (For instance, re-use the same recording tape over and over again indefinitely.) The magnetic tape reproduces sound with natural clarity. Here in a compact, portable dictating-transcribing machine is real push-button efficiency. STENORETTE gives positive indexing, 30 minutes of recording, instantaneous playback, automatic error eraser and many more features . . . more features than any other!

NO FINER DICTATING EQUIPMENT! Behind the matchless performance of the sensational new STENORETTE is the famous DeJUR reputation for precision electronic equipment of topmost quality . . . a reputation of 30 years' standing. STENORETTE does every dictating-transcribing job . . .

as well as any, *better than most* . . . and the DeJUR precision engineering background guarantees your satisfaction.

NEW SALES POLICY MAKES LOW-PRICE POSSIBLE! STENORETTE is sold *only through established franchised dealers.* STENORETTE buyers *pay only for the machine* and reliable retailer service. You don't pay a cent for an expensive door-to-door sales setup. See STENORETTE—with the most modern dictating machine features available.

***F.E.T. EXTRA.** Transcribing accessories at a small additional charge. Fair traded and price maintained for your protection.

TO DEALERS! Your area may still be open for the valuable DeJUR Stenorette franchise . . . write, wire, or phone for full details.

You're Always Sure With

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For More Information Circle No. 195

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DeJUR-AMSCO CORPORATION
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Long Island City 1, N. Y.

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ADDRESS_____
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New Booklet tells of . . .

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Automatic typing of personalized letters by Auto-typist equipment is the economical solution. Just how automatic typing can be used to cut costs and increase returns is contained in the 16-page booklet, "How to Use the Auto-typist."

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Gentlemen:
Please send me a copy of "How to Use the Auto-typist."
Name .....
Company & Title .....
Address .....
City ..... Zone ..... State .....

For More Information Circle No. 254

tual case situations taken from Army files. This group consists of employees properly cleared for security and it is not necessary to change any of the facts or the names of the companies in the problems we utilize. We use good as well as bad examples of handling audit situations.

The Career Development Program of Army Audit Agency started on a wholesale basis only one year ago. Prior to that it was generally necessary to hire supervisory staff from the outside as little thought was given to training men on the job. Production was overemphasized with staff training minimized. Today in Army Audit Agency each supervisor is responsible for determining that his staff is getting proper training. Further promotion will be denied a supervisor who does not have a trained man ready to take his place.

The large recruitment program of Army Audit Agency is possible through an agreement with the Civil Service Commission. Representatives from Army Audit visit the various universities, interviewing accounting seniors, describing to them the Army Audit program, the career opportunities in the Agency, and sell them on seeking employment with us. An examination is given before graduation to qualify applicants for appointment under Civil Service. Selected applicants are appointed at GS-5. At the end of six months, as a result of the intensive classroom and on-the-job training, employees who show promise are promoted to GS-7. At the end of another year, assuming continued progress, these men are eligible for GS-9. Only a very minor number of trainees in previous classes have failed to obtain promotion at the end of the six month period, primarily because of extra care taken in the selections.

We encourage staff members to continue their studies, regardless of grade. Our supervisory staff is primarily made up of professional Certified Public Ac-

Cheaper and faster than hand folding!

Even in small offices, hand folding of form letters, bulletins, statements and other enclosures . . . is a time-wasting, expensive operation.

Why not end all this waste of time and money, by getting a handy little Pitney-Bowes Folding Machine?

This Model FH, for example, handles many kinds of folding jobs. Small and portable, it can be moved around, used by anybody. And it can be set up for any job *in seconds!*

Electrically driven, with semi-automatic feed, it can double-fold 8½ x 11 sheets at speeds up to 5,000 per hour. With automatic feed (optional at small extra cost) it is even faster.

The FH makes eight different folds, handles sheets as small as 3 by 3 inches, up to 8½ by 14 inches . . . in most weights and finishes. It even folds sheets stapled together.

This folder costs less than a typewriter!

Precision-built, long-lasting, indispensable. Yet it *costs less than a typewriter!*

For a demonstration, call the nearest Pitney-Bowes office. Or, send coupon for free booklet.

The larger Model FM, fully automatic, folds up to 19,000 sheets an hour.

PITNEY-BOWES

Folding Machines

Made by the originators of the postage meter . . . 94 branch offices, with service in 259 cities in U. S. and Canada.

PITNEY-BOWES, INC.
3411 Walnut Street
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Send free booklet on Folding Machine to:

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Firm _____

Address _____

For More Information Circle No. 157

3 D PLANOMATIC the Modern Office Planning Method

Experienced planners appreciate the many possibilities in office layouts. Planomatic 3 D magnetized scale models are a valuable aid in determining space requirements and selling the "One Best Plan" to others.

PLANOMATIC SAVES MANAGEMENT TIME

With Planomatic conference time is productive time, giving the participants the satisfaction of a quick meeting of minds.

Every detail of proposed changes can be worked out on the spot. No long delays for drawings, requiring a rehash of discussions brought out in previous meetings.

When you plan a change—PLAN IT with PLANOMATIC.

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NOW!! ON THE MARKET

NIPPO

POCKET CHECK WRITER

This Check Writer is light weight (about 10 oz.) and durable. May be carried in pocket or brief case. Equal in efficiency to heavier model.

NIPPO MACHINE INDUSTRY CO., LTD.

Manufacturers

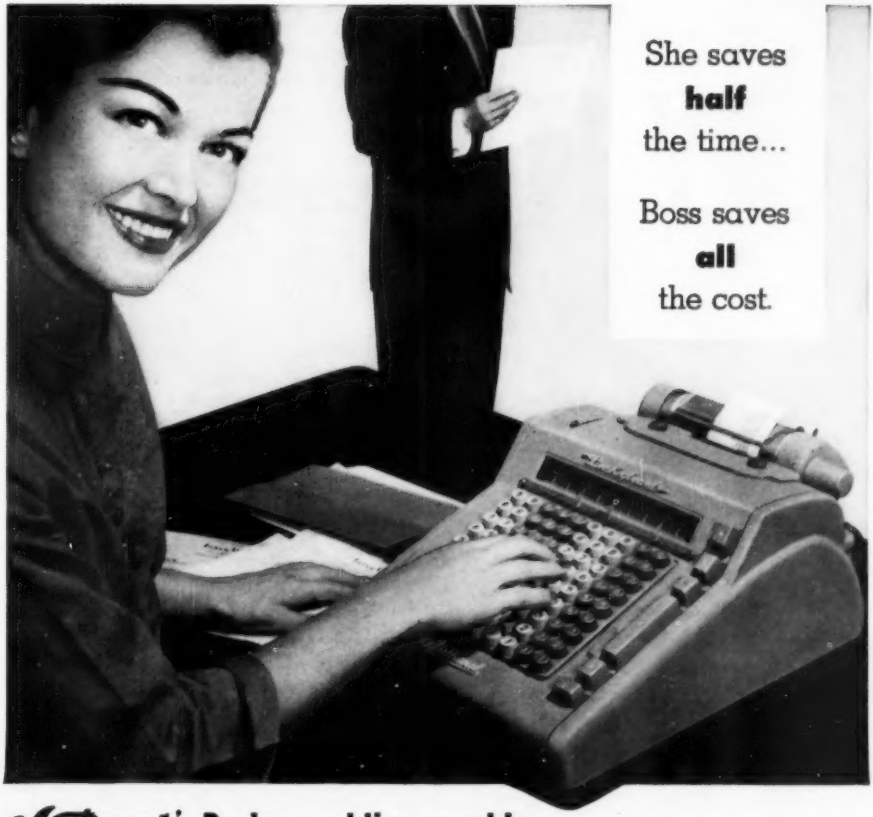
Tenjin-cho, Nishi-ku, Yokohama, Japan

For More Information Circle No. 252

countants. All employees are urged to prepare for and take the CPA examination as early as they are qualified. We have been actively working with CPA Boards in getting Army Audit Agency experience accepted as meeting the requirements for the examination. A number of States have not yet accepted this experience, but we are not abandoning our efforts.

We maintain an unusually effective inventory control system relating to each individual because our asset is our personnel. We consider an inventory of our personnel as the equivalent to our financial statement. McBee Keysort control cards contain all conceivable information relating to the individual: name, location, age, school, vocational background prior to AAA, types of work performed in AAA, performance evaluations, record of special schooling in AAA, and many other facts which are useful in determining whether the interest of our Agency would best be served by offering such an individual an assignment elsewhere.

We have developed two types of staff appraisal procedures, one for trainees through GS-11 and another for supervisory employees, GS-12 are made every 90 days during the first year, and upon reassignment, where the employee has served at least 30 days before transfer. The auditor in the lower grades is evaluated by his superior on indicated ability, preparation of working papers, meeting and dealing with others, presenting ideas and facts, and administrative ability. Each supervisor is required to point out the auditors' strengths, technical and/or personal characteristics and indicate what the auditor needs assistance in so that he may improve. Supervisors must indicate what is being done to correct deficiencies. He gives his opinion as to whether the auditor is capable of performing in the next higher grade and, if not, how soon he believes he could. He indicates development activity which



National's De luxe adding machine *Live Keyboard** with keytouch adjustable to each operator!

Saves up to 50% hand motion—and effort! Never before have so many time-and-effort-saving features been placed on an adding machine.

Every key operates the motor—so you can now forget the motor bar.

Keys are instantly adjustable to each operator's touch! No wonder operators are so enthusiastic about it. They do their work faster with up to 50% less effort.

"Live" Keyboard with Adjustable Keytouch plus 8 other time-saving features combined only on the National Adding Machine.

A National "De luxe" Adding Machine pays for itself with the time-and-effort it saves, continues savings as yearly profit. See a demonstration, today, on your own work. Call the nearest National branch office or dealer.

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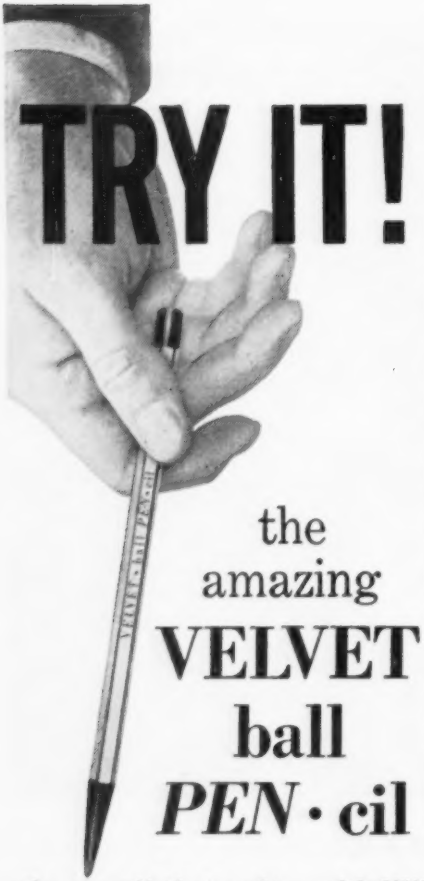

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- combines best features of a pencil with best features of a ball-point pen
- light as a pencil because it's wood
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- full-length brass cartridge writes enough to fill 18 stenographer's notebooks
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Handy dozen-pack for business and industry. Blue, red, black or green ink. $3. per dozen.

Order from your commercial stationer

For sample write on your company letterhead to Dept O-11

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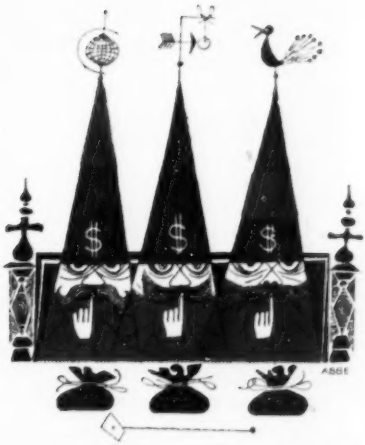
For More Information Circle No. 251

should be engaged in by the employee to improve. The evaluation is discussed with the employee and his reaction to it becomes a part of the record.

Agency personnel holding auditor positions GS-12 and above, or military personnel performing audit duties of equivalent responsibility, whether in an operational, staff, managerial or executive capacity, are appraised every 12 months. This appraisal is a technique for evaluating the auditor's performance, personal qualifications, and potential. We use a committee of three persons with the immediate superior of the employee acting as chairman. The other two members are selected from officials equal to or higher than the chairman, but not including the chairman's immediate superior. One of these is selected by the appraisee and one by the chairman. Each auditor is evaluated on performance, which includes measurable results: how he meets deadlines on audits, whether the audit report was acceptable, whether he demonstrated the technical know-how needed, whether the volume of production was sufficient, whether he adhered to standards, whether he was cost conscious in operating the audit, whether he demonstrated ability to write and speak clearly, whether his influence bolstered the morale of his workgroup, whether his training of subordinates was all that it should be, and whether his evaluation of subordinates was of proper calibre.

A determination is desired as to whether the individual has contributed to improvement in auditing techniques applied in the audit. Has he the ability to plan, organize, and handle people? Is this supervisory ability all that it should be? Has he demonstrated skill in briefing staff members? Does he guide his staff or is he dictatorial? How many of his staff members have qualified for promotion to more responsible jobs? Is he capable of adjusting audit programs to fit special situations? Another division of this appraisal is devoted to the man's personal qualifi-



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If not — join it now!

No matter if in Africa or on Manhattan — you will recognize a Member of the BMM Club at once, because of his happy smile and brilliant intelligence. He certainly knows how to make money, and he is the pride of the Big Money-Makers' Club, thanks to his set of Facit Calculators. He can always give the right answer during a long-distance call, simply by using his silent and elegant Facit ESA-O. It's as small as the telephone and so simple to handle that his youngest office-boy could learn to be a calculating expert within fifteen minutes. It's all because of the world-famous Facit 10-key system, permitting you to calculate with one hand and make notes with the other. Ask for our illustrated brochure FB 24 and find out what Facit can do to make *your* office more efficient!

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CALCULATOR

WORLD'S MOST EXPORTED CALCULATOR

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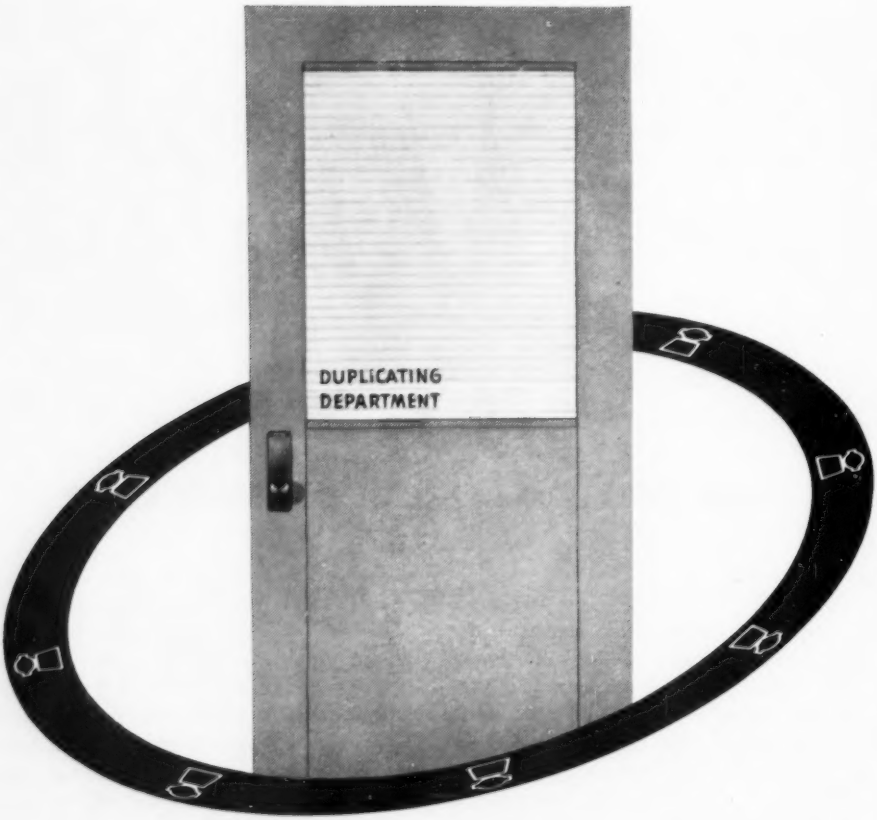

linking automation to action

Computers. Calculators. Punched card systems. You feed information to modern office machines and you get back the facts. But, in themselves, facts are static. Little or nothing is accomplished until the facts are transmitted to the people who can use them—to the people who can do something about them.

MODERN duplicating lets you translate facts into action, fast—lets you really realize the savings possible from your investment in modern office equipment.

Your A. B. Dick Company distributor will be glad to show you how MODERN duplicating (all four major processes) fits into business systems methods. You'll find his name listed under Duplicating Machines in the classified section of your phone book. Or write A. B. Dick Company, 5700 Touhy Avenue, Chicago 31, Illinois.

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THE FIRST NAME IN DUPLICATING

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For More Information Circle No. 160

ARMY ACCOUNT REQUIREMENTS AND SALARIES

GRADE OF POSITION	MINIMUM EXPERIENCE REQUIRED Total	General	Specialized	BASIC ENTRANCE SALARY	PERIODIC INCREASE	MAXIMUM BASIC SALARY
GS-7	4 yrs	3 yrs	1 yr	$4,205	$125	$4,955
GS-9	5 yrs	3 yrs	2 yrs	5,060	125	5,810
GS-11	6 yrs	3 yrs	3 yrs	5,940	200	6,940
GS-12	6 yrs	3 yrs	3 yrs	7,040	200	8,040
GS-13	6 yrs	3 yrs	3 yrs	8,360	200	9,360
GS-14	6 yrs	3 yrs	3 yrs	9,600	200	10,600
GS-15	6 yrs	3 yrs	3 yrs	10,800	250	11,800

Education (as specified) can be substituted for general experience. Grades assigned depend primarily on quality, scope and responsibility of experience rather than length. Overtime is paid for authorized work over 40 hours weekly. Increases come every 12 months (18 months for GS-11 and above). Retirement benefit deduction is 6%. Complete information appears in a 12-page booklet, "Examination Announcement for Auditor," available from regional offices of the Army Audit Agency or the U. S. Civil Service Commission.

cations. What are his qualifications that are pertinent to his job? In which ones is he above and in which below average? What are the appraisers' reactions to his temperament, dependability, judgment and ambition? Does he have initiative? Does he have a sense of devotion to Army Audit Agency? How does he accept criticism?

In discussing a man's potential, effort is made to determine his next step. Is he eligible for the next step? Is he qualified to go beyond the next step? What is the highest job for which he

(Continued on page 122)

ATTRACTIVE, LEGIBLE, EASY-TO-USE

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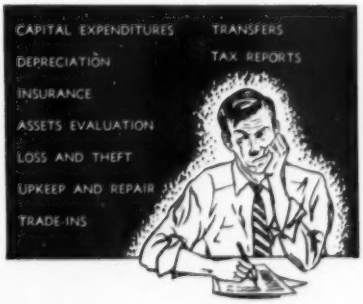
Headaches!



There is a remedy, a sure cure, for property control headaches caused by inadequately tagged equipment. Identify with Serially Numbered "AUTOGRAPHS"! They're attractive, legible and easy to use. They stay on the job for life . . . won't mar fine finishes or damage precision equipment. Mount them proudly "out-front" on almost any clean surface. Simply brush solvent on the adhesive backing and press into place. Try this tested remedy for property control headaches!

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A baby chick, the new Royal electric and more work per typist

The baby chick weighs only about two ounces.

It takes less weight than that for a typist to depress one key on the new Royal Electric! And it takes only three ounces to push down the carriage return lever.

It's 13 times easier for her to do these jobs on the new Royal Electric than on a non-electric typewriter. *This means more work per typist.*

Talk to your Royal Representative. He's in the classified telephone directory. When he has the facts on your typists' salaries, days worked per year, hours typed per day and increased production, you and he will be able to figure out the savings you may expect from installing new Royal Electrics.

Your typewriters are the only everyday business machines that aren't electrified.

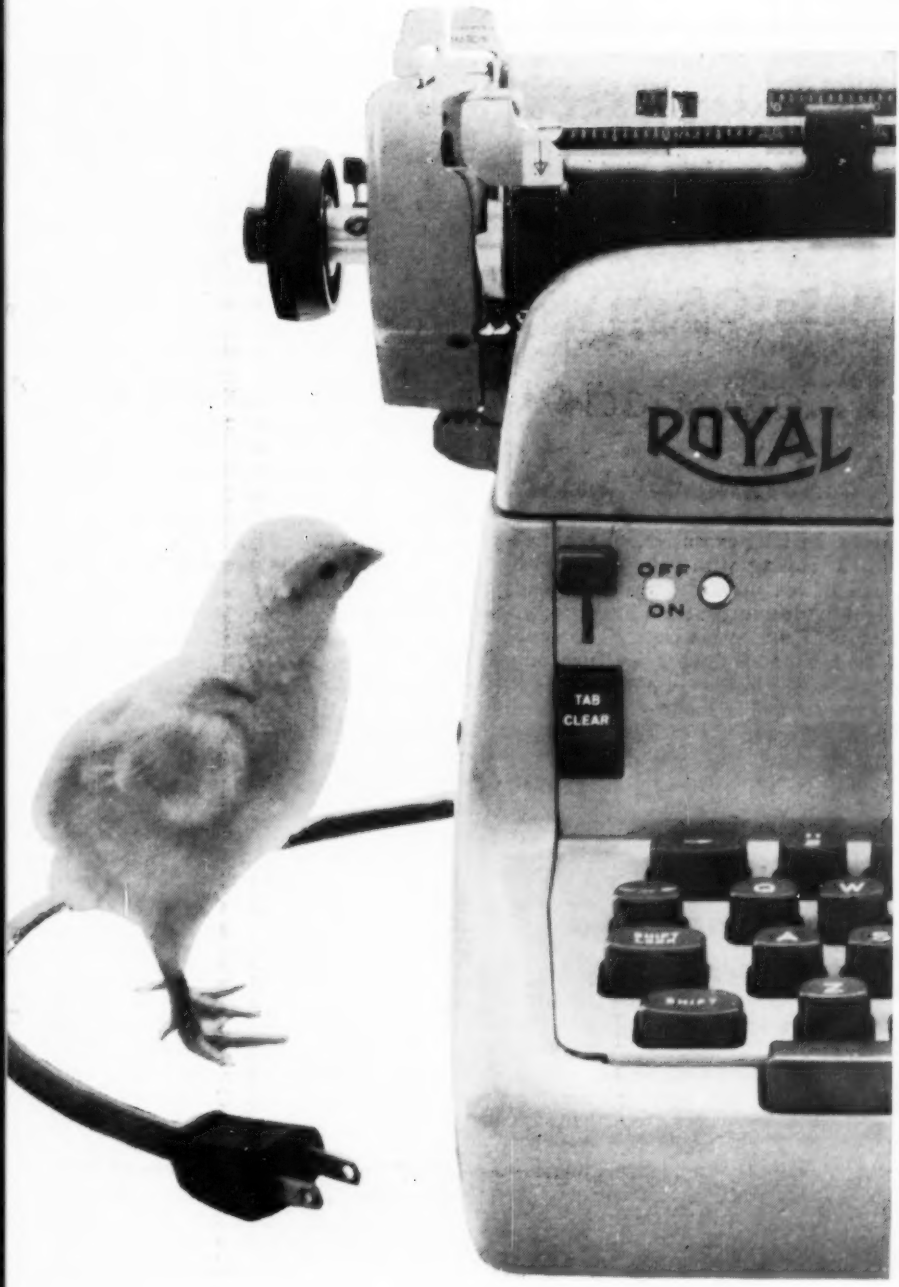
Right there is food for money-saving thought.

ROYAL® *electrics*

standards • portables • Roytype® business supplies

The Royal Typewriter Company, *Division of Royal McBee Corporation*

For More Information Circle No. 177


ROYAL
OFF
ON
TAB
CLEAR
SHIFT

Office Furniture Is Often Neglected

THE OFFICE executive, so resourceful in coping with the varied problems of his job, in many cases tends to fight a delaying action in one particular area under his charge—the care and maintenance of the office furniture. That's the way Julius Barkman sees it, as a result of his many contacts with office managers in the greater New York area. His business is concerned solely with the furniture maintenance problems of New York's top companies—nothing else.

"Office managers generally know what to do when one of their office machines breaks down, or when a new procedure calls for some sort of reorganization in a department," Mr. Barkman declared. "But the steady deterioration of their executive and general office furniture often continues unnoticed. If they are aware of it, they are too often prompted to delay having the work done.

Yet, the furniture can represent an investment of anywhere from thousands to hundreds of thousands of dollars," he said. "Furniture refinishing work is a job for experts—men who have a feeling for wood and know how to treat it."

Bulwarked by this doctrine, Mr. Barkman has built the Barkman Office Equipment Service into a highly successful business that is almost a second office maintenance department for each of the many companies it serves. Many of these have a standing arrangement under which the Barkman work crews come in periodically and clean the furniture, repair hard-pulling desk and file drawers, lubricate file drawer runners and generally see to the efficiency and good appearance of this equipment.

A separate service, called the Barkman-Colbee Service, attends strictly to file equipment in many business organizations around town. Benjamin Kulchin is Mr. Barkman's partner in this phase of the enterprise. Mr. Barkman estimates that his company has repaired or serviced more than 800,000 file drawers in the past ten years. But without deprecating the importance of steel in an office, Mr. Barkman admits he has an attitude towards wood that borders on affection.

Born in northern Michigan, where his father manufactured furniture, Mr. Barkman grew up to know and appreciate fine wood. The result is that Barkman work crews adhere closely to sound refinishing techniques that win the highest approval of the Barkman clientele. These techniques, Mr. Barkman points out, are a continuation of steps taken by manufacturers of fine furniture who want the equipment to look its sparkling best when it arrives in the office where it is to be used.

An instance of the interest shown in proper maintenance of office furniture was supplied by Erik A. Ohlsson, president of Facit, Inc., New York. Facit called in Barkman Office Equipment Service to do some refinishing and cleaning work. Included in the order were all the pieces in Mr. Ohlsson's office—his desk, several lounge and arm chairs, a fine wood file cabinet, some extra tables. Not only did the Barkman folks refinish the furniture and clean the fabric upholstery, but they also washed and polished the fine walnut panelling in the office. When Mr. Ohlsson sur-

veyed the finished job, he said, "This is truly fine refinishing work. It does the greatest justice to the basic high quality of the furniture that I have enjoyed living with for many years."

Mr. Ohlsson's words of praise for the results of the job had special meaning to Mr. Barkman. While many people in this country recognize Facit as the American distributor of the precision-built Facit calculators, Odhner adding machines and Halda typewriters—all of Swedish manufacture—few are aware that Facit, Inc., is owned by a Swedish company, whose origin dates back to about 1390. The AB Atvidabergs Industrier, producers of fine furniture, is known throughout the world for the high quality of its products.

"Here was a man who knows all there is to know about wood furniture, putting his mark of approval on careful, expert refinishing work," Mr. Barkman said. "It's hardly likely that a more authoritative opinion could be given."

Mr. Ohlsson explained that furniture making has been a family tradition with the parent company for centuries. "They are artisans of the highest caliber," he declared. "Fine woodworking is in their blood. They, too, would approve of the work done by Barkman Service."

The Barkman Office Equipment Service does its refinishing work right in the client's office as a rule. The two-man crew moves in with its operating and protective equipment after business hours. The job is finished by morning. Where a job embraces several pieces they are taken care of on successive nights. This procedure is followed where steel equipment respraying is done. Quick-drying lacquers—in any matching or compatible color—allow the equipment to be ready for use by morning. Contents of file drawers need not be disturbed.

Other Barkman services include the file lubricating and overhauling service—performed through the working day by two-man crews whose efforts don't require emptying of file drawers; leather upholstery cleaning and reglazing; and a caster replacement service which puts new casters into old chairs, matching them to the floor covering which the chairs must roll over.

For more information Circle No. 300.

Office of Erik A. Ohlsson, president of Facit, Inc., New York, showing the fine furniture and panelling which was cleaned and refinished by Barkman Office Equipment Service.

Choosing the Right Paper For Spirit Duplicating

NO OFFICE MANAGER spends any more for duplicating papers than he has to. But he doesn't buy paper just because it's cheap. He buys because of the results he gets for the price he pays. Even schools, churches and other small-scale users of duplicator paper can make substantial operating savings by using the correct type of paper.

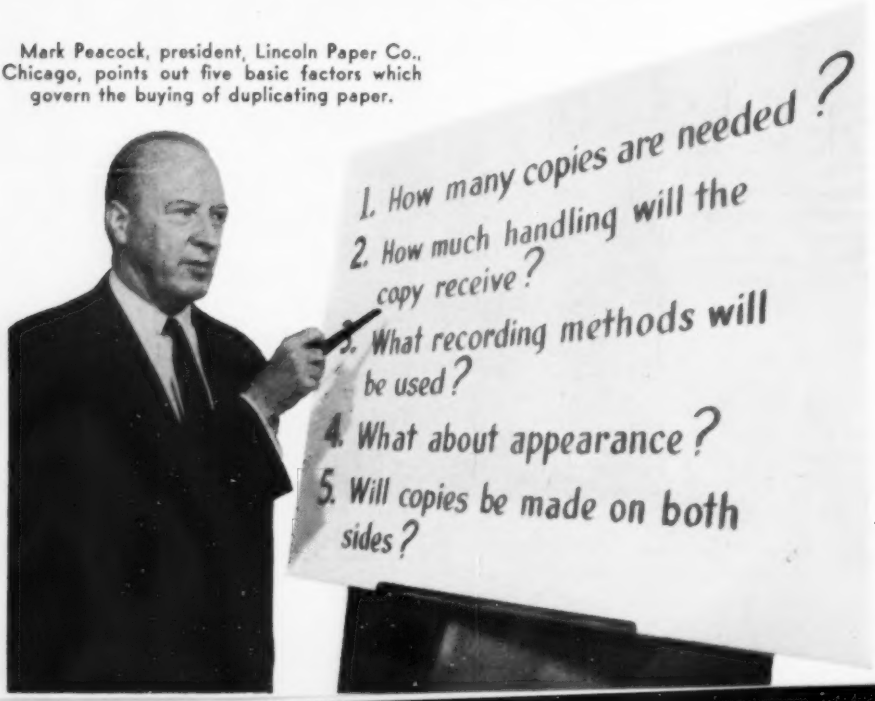
"Choosing the wrong duplicating paper can quickly produce an expensive bottleneck," according to Mark Peacock, president of Lincoln Paper Co., Chicago, who stated, "Our records tell the story of one large company whose incorrect choice of paper caused a bottleneck in its typing department where production instructions were prepared for the manufacturing department. The typists at one time fell sharply behind in their work, and the only apparent solution was to get more typists, more equipment and more space —at a cost of $40,000."

Someone pointed out that the old work force had previously been able to keep pace with an equivalent volume of work. Executives wondered why, and investigated. They found that typists prepared masters for Ditto Direct Process (spirit) machines. The masters were used as long as satisfactory copies were produced.

Someone in the purchasing department decided that "just-as-good" duplicating paper could be purchased for less, and a change in paper was made. As a result, the masters produced only half the quantity of copies, and the typists had to type more masters for the same job. A return to the original copy paper solved the problem.

"Every duplicating method—gelatin, spirit, stencil and offset—requires a different kind of paper for best results." Mr. Peacock said. Here are the basic factors to consider:

Mark Peacock, president, Lincoln Paper Co., Chicago, points out five basic factors which govern the buying of duplicating paper.



1. How many copies are needed? Some papers will give more copies from the same master, stencil or plate, than others.

2. How much handling will the copy receive? Weight and strength can be increased where paper must stand hard wear.

3. What recording methods will be used? Different surface treatments must be considered if the duplicated copy is to be printed, typed or written on.

4. What about appearance? Copy papers can be chosen to convey the general feeling to be expressed.

5. Will copies be made on both sides? A sheet must be heavier or more opaque when copy goes on both sides.

"By all means, deal with a supplier who knows duplicating paper. Generally, the company that made your duplicating machine also produces coordinated paper and supplies to go with it. Some printers and paper merchants, but not all, also carry a wide line of duplicating papers," said Mr. Peacock who listed these qualities of a good duplicator paper for spirit and gelatin duplicators:

1. Adequate number of copies. Ten cents more for a ream of correct paper may save one to two dollars of time for re-typing a master.

2. Good copies. But be sure a paper which produces good copies also has other desirable characteristics, such as those included in this list.

3. Smooth surface. The right surface gives clean impressions, allows even moisture spread. Too slick a surface retards feeding efficiency.

4. Controlled absorbency. Spirit and gelatin methods have different copy paper absorbency requirements for best results.

5. Accurate trim. Uniform size from pack to pack reduces misfeeding and multiple feeding troubles, wasted paper and disgruntled operators.

6. Freedom from lint. Excess lint clogs the moistening mechanism of machines, causes streaked copies and extra cleaning time. Lint sticks to gelatin surfaces, blocks out or distorts the image, and leads to a pitted surface. Proper sizing and cutting reduces lint on paper.

7. Curl resistance. Excessive curling makes stacking difficult. Waves on the edges press into creases.

8. Durability. Where copies must stand up under repeated handling and abuse, heavier, tougher papers should be used.

9. Chemical agreement. The paper surface must be compatible with the dye and solvent used in spirit duplicators, and with the dye and gelatin formula in the gelatin process. Blurring, feathering and damage to the master may otherwise result.

10. Opacity. Opaqueness makes the paper brighter, reduces distracting show-through. This is especially important when copy is to go on both sides of a sheet.

11. Color. Blue-white is the shade of white generally preferred by users. A carefully selected shade of blue-white must be used to provide maximum contrast with the purple copy. Other colors are used for coding and for artistic effects.

12. Character and appearance. The appearance of paper is frequently important in producing the desired effect on the reader. A top-quality, attractive sheet with the right feel commands respect.

13. Folding ability. When a paper is used for booklets and folded pieces, it must produce a sharp, even fold without cracking or parting.

14. Press performance. Where printing is combined with duplicator copy, the sheet must give satisfactory performance for both methods. Softer papers require additional care and skill, especially on offset presses.

Mr. Peacock explained that Lincoln Paper Co., a wholly-owned subsidiary of Ditto, Inc., was formed in 1931 to produce duplicating papers for Ditto's gelatin and Direct Process duplicators.

President Congratulates Vice-President on New Office Machine

Herbert P. Buetow, President of Minnesota Mining & Manufacturing Company, congratulates Vice-President Bert Cross of 3M's Graphic Products Division on the immediate reception to the company's new "Secretary" copying machine. Another product of famous 3M Research, the all-electric "Secretary" copying machine makes dry copies instantly without chemicals, fumes or liquids. Even 3M officials with a history of such sales successes as "Scotch" brand cellophane tape were impressed with the instantaneous and overwhelming demand for this revolutionary copying machine. The new desk top "Secretary" copying machine produces direct copies in four seconds with no translucencies or masters required. You can get further information on the copying machine that revolutionized office copying overnight by writing to the Duplicating Products Division, Minnesota Mining and Mfg. Co., Dept. ES-115, St. Paul 6, Minnesota.

For More Information Circle No. 237

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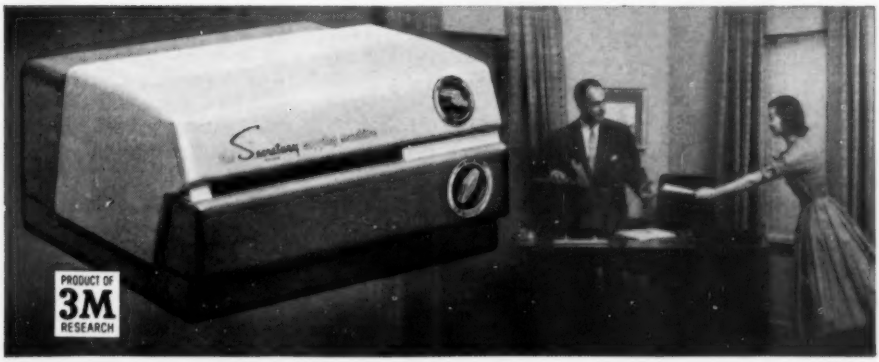

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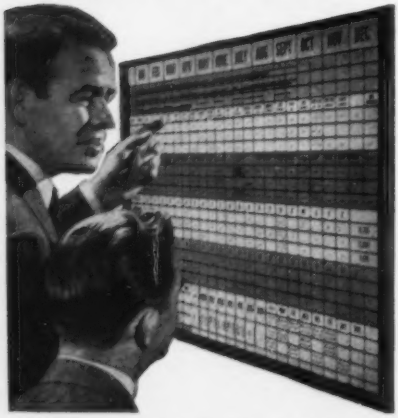

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For More Information Circle No. 272

Army Accountants

(Continued from page 113)

can be expected to eventually qualify? What does he want? Has he set his course to a future with Army Audit Agency? The three members of this appraisal committee arrive at independent conclusions as to rating the individual. Before the rating form is released there must be unanimity as to the rating given. Generally, the committee comes up with suggestions as to the development of the individual, some of which require initiative on the part of the individuals, others on the part of superiors.

Subsequently, the party being appraised is interviewed by his immediate superior who tells him of his shortcomings to help him develop rather than criticizing him. Means are suggested of overcoming deficiencies. His duties and responsibilities are reviewed. It is generally desirable to discuss the appraisee's major strong points at the start and subsequently discuss his major weaknesses. This puts him at ease at the beginning. He is then asked for his suggestion for overcoming deficiencies. If he presents a plan, it is his own and he will put more effort into carrying it out than if it were provided for him.

At a later date, there is a followup on these appraisals to determine whether the planned corrective measures have been taken, whether efforts are being made to correct deficiencies and to assist the career development of this individual.

In our Career Development Program persons occupying executive positions are not overlooked. Regular seminars are held where headquarters executives meet with regional and branch executives to discuss new trends, new regulations and procedures. This meeting, which generally lasts three or four days, brings headquarters and the field closer together and enables field men to present their gripes and get answers to

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For More Information Circle No. 154

problems which have been puzzling them. There is no set program but there have never been idle moments at these seminars. The problem of communication between echelons has been definitely improved with this procedure.

We recently introduced a three-deep replacement chart. The executive positions in the regions and branch offices are listed. The first name shown is that of the incumbent, the next name is that of the probable replacement. If such individual were to leave, there is a third name who would be second choice for the job. To intelligently fill out such a replacement chart, an operator must really know his staff. This alone has been most beneficial. It is also necessary that the individual be graded as to job performance and potential ability. For example, is he fulfilling completely all technical, administrative, audit reporting, and supervisory requirements of the job he occupies and at times fulfilling requirements of the next higher grade. Does he have technical weaknesses or supervisory weaknesses which can be corrected in a reasonable time by further training and experience? Or, has he failed to demonstrate properly to justify retention other than for the fact that no adequate replacement is immediately available. As to potential ability, what is

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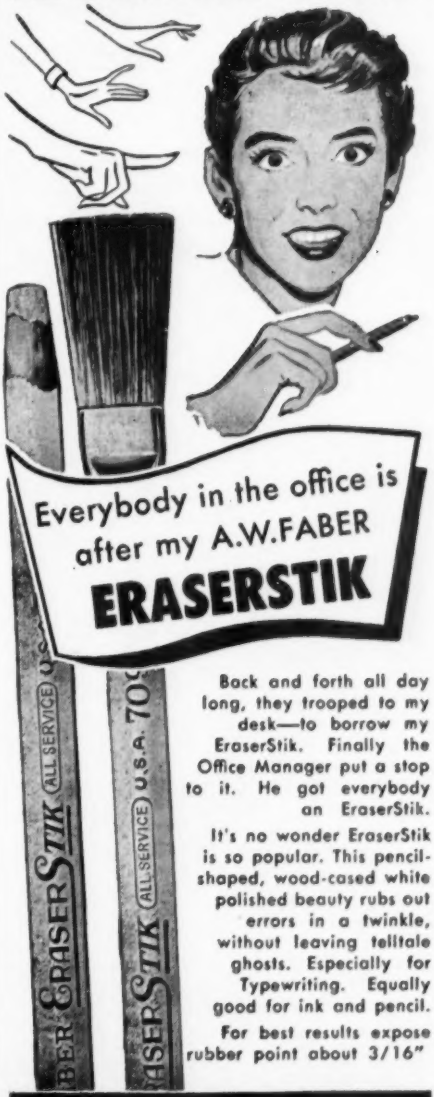
I'M A MARKED WOMAN



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For More Informaiton Circle No. 269

the height to which he could be expected to eventually go? Is he eligible now to advance to the next higher position? Has he reached the maximum justified or does his age, health or performance limit him as to further promotion? With this information we can select key personnel from one region to fill vacancies in another.

Our monthly Staff Letter publicizes job openings, calls attention to recent professional literature and generally builds enthusiasm for the Agency. This direct approach to each employee monthly is an outgrowth of my own experience in operating my C.P.A. firm a few years back. It is recommended to any organization with a few hundred scattered employees.

In our staff memos, conferences and personal interviews, we point out our interest in each employee, which is very real. Throughout our operations we emphasize the importance of rotation between jobs. We want as many as possible to have experience in all possible fields. This will make an employee more useful and at the same time place him in a position for any promotion which may come his way. We are determined to make the Army Audit Agency attractive to the best qualified audit personnel in the country. We are determined that they shall be afforded the type of opportunity while here that will retain them on the job. Other Government agencies are already adopting some of the procedures in operation here.

New Books

(Continued fom page 67)

sis on public management. Case problems introduce each chapter. Includes a bibliography of 500 sources.

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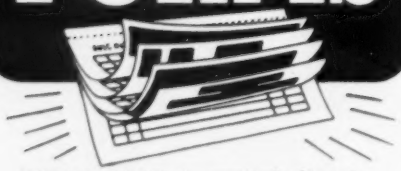

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Rental Records

(Continued from page 27)

for its delivery.

3. When typewriter TS201 is delivered, the delivery man removes the control tag from the machine. Customer signs stub C, acknowledging delivery of the typewriter and the date of receipt. The delivery man turns in the control tag, with stubs C and D still attached, to his warehouse supervisor.

4. At the warehouse stub C is torn

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off the control tag and sent to the equipment file where it is placed with stubs A and B. The warehouse files stub D in an out file by its code letter and control number, TS201.

5. When the warehouse is notified by the sales department to pick up typewriter TS201, a pick-up man is sent for the machine. When it arrives at the warehouse, it is inspected and any necessary repairs are made. Any repair costs are entered on stub D which is sent to the equipment file. Entries are made on the permanent record card of TS201 to show where and how long the typewriter was rented, the rental received and cost of any repairs. Then the four stubs are destroyed.

6. Meantime, the warehouse has attached a *new* control tag to the typewriter, with TS201 stamped on each of the four stubs, has entered the date of return-to-warehouse on stub A, and has torn off and sent stub A to the equipment file, showing that the machine now is back in reserve inventory.

This simple six-step system will enable any equipment rental company to find out, without loss of time, exactly where every piece of its equipment is, the condition of all equipment, how much it is earning, and the cost of any

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All controls on the DAVIDSON DUAL-LITH Model 242 are right at your operator's finger-tips. She changes masters quick as a wink, starts and stops the machine, automatically washes the blanket, controls paper feed, raises and lowers ink and dampening solution rollers, checks the counter — *all from a sitting position!* New ease, new speed for short run offset, and it's best in the "long run," too, with up to 6,000 impressions per hour. Automatic features mean no mis-feeding, no double-feeding, no ragged delivery. Clear, crisp copies all the time.

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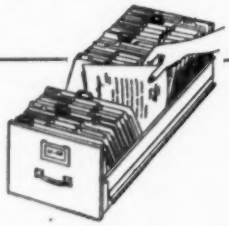

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repairs. The permanent equipment file card provides a complete history of every rental item at all times. The control tag with each of its four stubs stamped with a permenent code letter and control number always identifies every machine, and supplies ready-at-hand data on its location. Together the two provide a simple, complete control over the company's entire holdings.

Any tag manufacturer, experienced in developing system tags for uses such as this, can provide an equipment rental company, or any business in need of a simple, efficient record system, with the kind of system tag best adapted to the individual needs of that company.

Combines Billing and Accounts Receivable

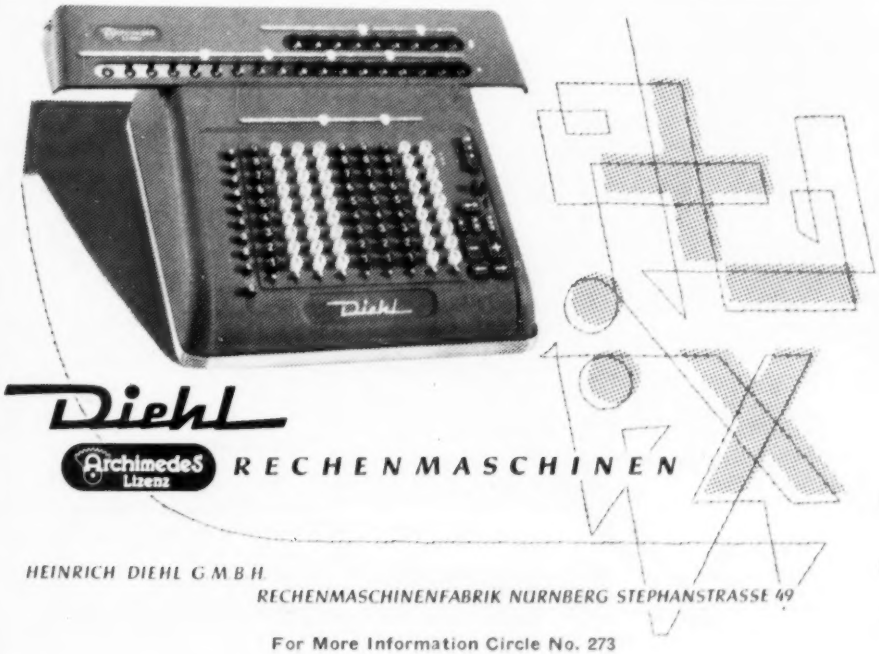
(Continued from page 90)

and the sales journal in three copies, all of which print clearly.

It is easy to see that combining the billing and accounts receivable operations results in a faster overall operation than when the two jobs are done separately. But one might ask, how it is possible for the two together to be faster than billing alone? The answer is that billing itself, on an accounting machine such as we use, is more than twice as fast as on an electric typewriter, for the following reasons:

1. Date and invoice number are printed automatically, which saves several seconds on each bill.

2. Machine positions its carriage, automatically or at the touch of a button, in the right place for the next operation; there is no manual maneuvering of carriage. For instance, when the date and invoice number are printed, the carriage instantly moves to the name-and-address typing position. When this has been typed, an electric button causes immediate positioning in the "Shipped Via" box—and so on throughout the operation.



For More Information Circle No. 273

3. Every figure is entered on an adding machine type of keyboard—not typed in. When figures are entered on a typewriter, the typewriter carriage must first be tabulated to exactly the right decimal position, and then the figures typed one at a time. When they are entered on an adding keyboard, tabulation is automatic; the carriage is in the same position whether a 10-digit or single-digit number is being entered. Punctuation is automatic. An amount like $110.00 can be entered in "one shot" compared to seven operations on a typewriter (one for positioning, five for entering of figures, and one for punctuation).

Posting to accounts receivable is, of course, largely an automatic procedure. As a matter of fact, by actual measurement, 66% of the accounts receivable-billing operation is accomplished automatically by the accounting machine.

We were able to save additional time on the other half of the accounts receivable job—cash receipts. We used to: (1) write up the entire cash receipts journal in pen and ink; (2) prepare a bank deposit slip; (3) post (in pen and ink) to the accounts receivable ledgers.

As you can see (Fig. 2), this is now accomplished in a single operation. The cash report is created as cash is posted to individual ledger cards and again a line-by-line proof is obtained for each posting. Journal columns add as postings are made. "Albany" and "Maine" are two separate factories; we do the bookkeeping for both.

The cash report is made in three copies and the extreme left side of the second copy becomes the actual bank deposit slip. We show the deposit slip as part of the original copy in the illustration; actually it is a part of the second copy and the cash report remains whole. Cash receipts average about 65-70 checks a day or about an hour's work on the machine.

In addition to the time saving mentioned at the beginning of this article,

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REVELATION

Liquid lead

PENCILS

Writes dry

makes a fine, erasable pencil line.

R-31

100	250	500	1000
28c ea.	26c ea.	24c ea.	23c ea.

Price includes 1- to 4-line imprint

Never needs resharpening
Point can't break
Renewable eraser
Will not smear or smudge
Comes in yellow, red, blue, green and black barrels

ORDER NOW!

Revelation Plastics, Inc. DEPT. N-11-N
74 WASHINGTON STREET, NEW YORK 6, N. Y. • Digby 4-8260

For More Information Circle No. 190

Be Our Guest

We're confident that Columbia Carbon Paper Ribbons will produce the best looking executive letters you've ever seen—dignified, impressive, sparkling—on any machine designed for carbon paper ribbons*. . .

. . . *Because* Columbia's exclusive carbon formulation permits easy transfer of a full-strength impression to form a sharp, clean, non-blurring image!

. . . *Because* Columbia's rigid control of the carbon coating process prevents uneven, spotty appearance. Capitals can't overpower lower case characters!

And we'll make it easy for you to judge the superiority of Columbia Carbon Paper Ribbons right in your own office.

Try this new Carbon Paper Typewriter Ribbon at Our Expense

How To Get Your FREE Ribbon

With your present *carbon* paper ribbon, type this line on your business letterhead: "Saw your ad in the November issue of *The Office*." Include make of typewriter and your name. Mail to Columbia Ribbon and Carbon Mfg. Co., Inc., 9511 Herb Hill Road, Glen Cove, N. Y. *Note: *Carbon* ribbons do *not* fit fabric ribbon-using typewriters.

Columbia RIBBONS · CARBONS · DUPLICATING SUPPLIES

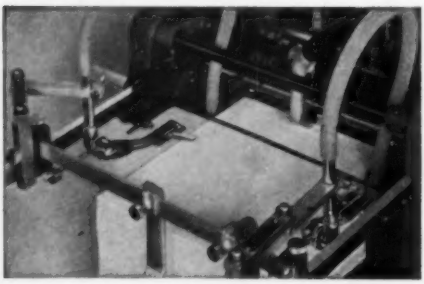
For More Information Circle No. 163

Multilith, Davidson and Webendorfer operators!

STOP Mis-feeds

with Wale FLOATING NOZZLES!

Having feeding trouble with your OFFSET duplicator?
Cut waste and operating costs — feed tissue, card, book paper without mis-feeds!



Shown installed on Davidson Duplicator

WRITE for complete information and "Pressman's Paper Feeding Guide" packed full of tips on paper feeding.

Wale Floating Nozzles*
300 Broadway, San Francisco 11, California

Please send information on Wale Floating Nozzles for ..... offset duplicator and FREE COPY of "Pressman's Paper Feeding Guide".

Name .....

Company .....

Address .....

City and State .....

***Manufactured by Roller Press, San Francisco**

For More Information Circle No. 270

mechanization has given our girls enough time to check all prices thoroughly and also to check carefully the typing on all invoices, including description, to insure 100% billing accuracy.

East German Offices

(Continued from page 100)

Class 900 which has the best automatic controls. It is to be used in all industries whenever the extent of operations can utilize its many features. The Multiplex Model 900 Continental is made with up to four crossfooters with credit balance and nine registers with credit balance, or 18 registers with a capacity of 13 digits. All registers are automatically controlled from the carriage in every operation. Its full keyboard can be set in 11 or 12 digits and it can have 18 to 27 abbreviation keys.

Two of the latest East German machines are abbreviation printing multiple register accounting machines with full descriptive keyboards. These cover every office need because full text descriptions can be written out on forms whenever necessary. One of these is the Astra Class 170, one of East Germany's finest machines, with 55 registers of 12 digits (three crossfooters with credit balance, two main registers and 50 registers subtracting to zero). Its 60 automatic controls will handle any accounting requirement.

Rheinmetall had produced a typewriter accounting machine before the war and it remains the only such in the world with the exception of the Burroughs machine which preceded it. It is a combination electric typewriter and calculating machine with transfer from typewriter to register and reverse, multiplication and transfer into the registers mechanically. In an hour it can produce between 60 and 90 operations of 15 lines with multiplications, additions and subtractions.

The big problem of East German

For More Information Circle No. 374→

NEW! Victor Calculator

Exclusive: Fully automatic multiplication . . . automatic constant lever . . . total transfer feature

The new Victor Mult-O-Matic is the only machine with completely automatic multiplication from one simple set of keys. You multiply figures as you would write them—only the multiplicand, multiplier and answer are printed on tape. No other confusing figures or symbols are printed.

Simplified automatic constant lever lets you multiply same figure repeatedly without re-entering each time.

New total transfer button lets you retain a total in the machine so that it can be multiplied by another figure.

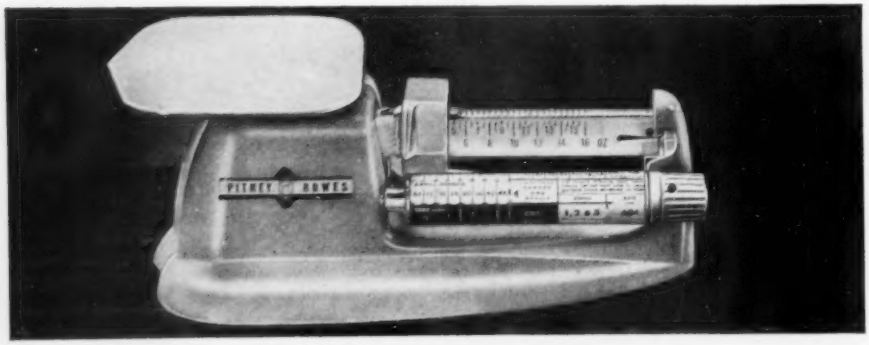
Don't wait. Call for a free tryout! Look under "V" for Victor in the adding machine section in your classified phone book . . . or write.

VICTOR ADDING MACHINE CO., CHICAGO 18, ILLINOIS
Victor-McCaskey Limited, Galt, Ontario

Manufacturers of Business Machines, Cash Registers, Business and Industrial Systems, Electronic Equipment and Electri-Cars.

office management is the training of people to operate machines such as those mentioned above. There are more people employed in offices than are necessary because much of the work which could go on machines is still being done by hand. But where mechanized offices have been established, it is astonishing how quickly and exactly those businesses can name the dates on which they will surpass their production quotas.

Although Mercedes and Rheinmetall make electric typewriters, these are seldom used in East German offices. Office furniture has not changed since before the war. Filing methods remain very simple, being mainly vertical files. No visible systems are produced or imported. The most "visible" thing is the East German office in their new system of changeable visual charts which are used to display a firm's production and production quota figures.



Now! A small, low cost, precision mailing scale!

A midget in size, but a big saver of postage and mailing time, this newest Pitney-Bowes scale is just what the small office needs.

Precision-built, it has a cylindrical computer that shows clearly the postage needed, from ½ ounce to 1 pound. Prevents loss of postage through *over*payment . . . and loss of good will through *under*payment, with resulting "postage dues."

Other PB Scale models, including parcel post up to 70 lbs. Ask your nearest PB office to show you, or write for booklet.

FREE: *Handy desk or wall chart of Postal Rates with parcel post map and zone finder.*

PITNEY-BOWES
Mailing Scales

PITNEY-BOWES, INC., 3481 Walnut St., Stamford, Conn.

Originators of the postage meter . . . offices in 94 cities

For More Information Circle No. 295

Compact—Portable—Low-Cost—Always Ready to add prestige appearance to:

- PORTFOLIOS
- PRESENTATIONS
- SALES MANUALS
- SAMPLE BOOKS
- FINANCIAL STATEMENTS
- CATALOGS
- PRICE LISTS
- SWATCH BOOKS
- CALENDARS
- BROCHURES
- CHARTS

Now you can add distinction and convenience of genuine Plastico Binding to any piece of literature — right in your own office! Two simple operations complete Plastico binding in minutes . . . let you make a "masterpiece" edition of a few copies or hundreds.

Sold and serviced by your nearby PLASTICO LICENSEE. Write today for his name and address.

ONLY genuine PLASTICO BINDERS have "Arch Design" for added strength and beauty!

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Originators of Plastic Binding in America

732 Sherman St. Chicago 5, Ill.

15 W. 24th St. New York 10, N. Y.

For More Information Circle No. 294

COLE'S ALUMINUM "POSTURE" CHAIRS

No. 2550

Scientifically designed for the utmost in comfort. Corrects improper posture, eliminates office fatigue. The last word in impressive beauty. Foam rubber upholstered in Du Pont's famous "Fabrilite."

10 EXCITING COLORS

Granite Gray, Oak Leaf Green, Sapphire Blue, Wine, Brown, Saddle Tan, Terra Cotta, Coral, Russet, Apple Green.

The "EXECUTIVE" Arm Chair No. 2550

Truly impressive. Brushed aluminum, satin smooth frame and base. Tilt seat with adjustable tension and adjustable height. Swivel ball bearing casters. Seat size, 19½" x 17½" x 2⅝". **$79.50**

No. 2610
$54.95

The "SALESMAN'S" Chair No. 2610

Rugged, lifetime construction. All aluminum frame. Flex spring cotton padded seat, 19" wide, 17" deep.

No. 2810

The "SECRETARY" No. 2810

A spring back, comfortable chair, aluminum frame. Thick foam rubber cushion. Adjustable seat height. One piece drawn base, smooth rolling casters. **$39.95**

No. 2600

The "SIDE" Chair
No. 2600

Cool and comfortable. All aluminum frame. Flex spring cotton padded seat, 16½" wide, 15½" deep. **$39.95**

For More Information Circle No. 298

COLE STEEL EQUIPMENT COMPANY
285 Madison Avenue, New York 17, N. Y.

All cabinets 16" deep

COLE'S DELUXE LINE OF STEEL CARD CABINETS

ONE DRAWER UNITS
(1600 Card Capacity)

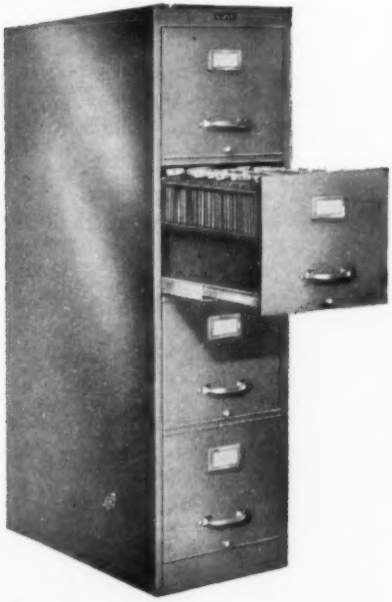
No.	Card Size	Width	Height	Price
C335	3x5	6⅝"	5⅛"	$3.85
C346	4x5	7⅝"	6⅛"	4.50
C358	5x8	9⅝"	7⅛"	5.80
C369	6x9	10⅞"	8⅛"	9.00

TWO DRAWER UNITS
(3200 Card Capacity)

No.	Card Size	Width	Height	Price
C3352	3x5	12¾"	5⅛"	$6.75
C3462	4x6	14¾"	6⅛"	7.75
C3582	5x8	18¾"	7⅛"	10.30
C3692	6x9	20¾"	8⅛"	12.90

THREE DRAWER UNITS
(4800 Card Capacity)

No.	Card Size	Width	Height	Price
C3353	3x5	18¾"	5⅛"	$12.90
C3463	4x6	21¾"	6⅛"	16.10
C3583	5x8	27¾"	7⅛"	19.35
C3693	6x9	30½"	8⅛"	26.85



COLE'S FAMOUS "AIR-FLO" FILES No. 1004 $83.75

For those who can afford the best!

An achievement in engineering skill and design. Heavy gauge steel. Consists of four letter size, ball-bearing suspension file drawers that glide smoothly at the mere touch of the fingertips. In olive green, Cole gray, mist green or desert sand finish.

	No.	Wide	High	Deep	Price
Letter Size .	1004	14¾"	52¼"	28⅝"	$83.75
Legal Size .	8004	17¾"	52¼"	28⅝"	$93.75

The "MODERN" File No. 990 $75.00

A heavy gauge steel filing cabinet, storage cabinet and a concealed secret vault all in one. Contains four ball-bearing letter files plus three adjustable storage compartments under lock and key. Only YOU know the combination of the secret vault. Will pay for itself by preventing petty pilferage. 30½" wide, 51½" high, 17" deep. Olive green or Cole gray finish.

No. 1090—Same as above with legal size drawers instead of letter size drawers, 33½" wide, 51½" high, 17" deep. **$85.00.**

SEND FOR COLE'S LATEST CATALOG.

For More Information Circle No. 298

COLE STEEL EQUIPMENT COMPANY
285 Madison Avenue, New York 17, N. Y.

New Products

OFFSET DUPLICATOR

Ditto, Inc., 684 S. Oakley Blvd., Chicago 12, Ill., makes the Ditto Offset Duplicator with push-button controls that allow it to be used by any office worker. Once loaded, operator sets regulator for desired number of copies, then pushes a button. Machine automatically turns

itself on, feeds paper, ink and moisture, and prints at the rate of up to 8,000 copies an hour. When specified number of copies are run (one to 25,000), machine turns off. Inking, moistening, paper feeding and impressions are electrically controlled from a single keyboard which may be mounted on the machine or across the room. Front paper feed and front, face-up delivery for easy inspection of copies. Paper feeder is self-regulating and feeds lightweight to heavy card stock without manual adjustment. Feeds sheets from 3″ x 5″ to 12″ x 14″.

No wrench adjustments are ever needed. Position of image and moisture feed are regulated by fingertip dials. If paper isn't feeding while machine is running, both inking and moistening stop to eliminate ink build-up on rubber blanket and paper mat or plate. Takes plates ranging from 8¾″ x 11″ to 12″ x 14¼″ without readjustment. Machine is only 26″ wide by 32″ long, weighs 340 lbs., has ½-hp motor, operates on 110-volt AC. Price, without stand or automatic control panel, $1,985 f.o.b. above. Fully descriptive literature available. **For More Information Circle No. 402.**

SPEECH PROMPTER

Underwood Corp., 1 Park Ave., New York 16, N. Y., distributes the TelExecutive speech prompter, an electro-mechanical device which looks like a small Tele-

PrompTer, the script prompter used in the television and motion picture industries. The TelExecutive is styled to make it suitable for all speaking conditions.

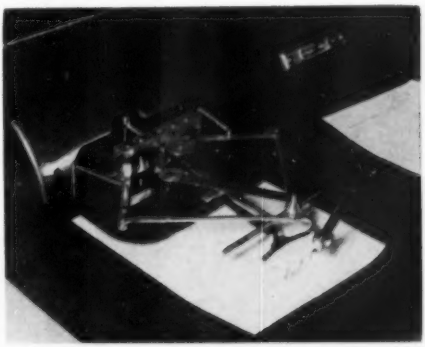
The entire unit, covered with top-grade cowhide, is a completely unobstrusive item on the speaker's table, and will fit conveniently on any rostrum. It is operated by a palm-sized hand control unit by which the speaker can regulate the speed of the script as it moves across the illuminated viewing face. The script can be stopped and started at the speaker's discretion. The machine can be set at a steady pace and the hand control put down to leave both hands free. As the script moves across the viewing area it is illuminated from beneath by a glare-free light. Each script spool of the Tel-Executive can hold more than one hour's speech material. A leather attached case is provided to carry the TelExecutive, hand control, a supply of extra script spools, special translucent script paper and an editing kit. The entire unit weighs 18 lbs. 9 oz. The TelExecutive itself weighs 11 lbs. 2 oz., measures 11½" x 8½" x 5½" and sells for $495. For use with the TelExecutive, Underwood has developed a special typewriter, equipped with large-size, ⅜" type for preparation of scripts. This typewriter is also useful in the preparation of bulletin board and promotion material. **For More Information Circle No. 303.**

SELF-INKING ROLLER FOR ADDRESSPLATES

Dayton Rubber Co., 2342 W. Riverview Ave., Dayton 7, Ohio, makes a self-inking roller for metal addressplates which gives sharper impressions and longer life. By means of a special vacuum process, air is forced out of the synthetic rubber roller and ink is run deep into the pores. Fresh ink keeps working to the surface as the roller is used; virtually an automatic ink well. Despite their advantages, the new rollers cost less than the old ones which used a powdered graphite for inking. Department stores and auto service stations are primary users of the new type at present, but the rollers are being tested for eventual use on other office machines. **For More Information Circle No. 403.**

SIGNING MACHINE

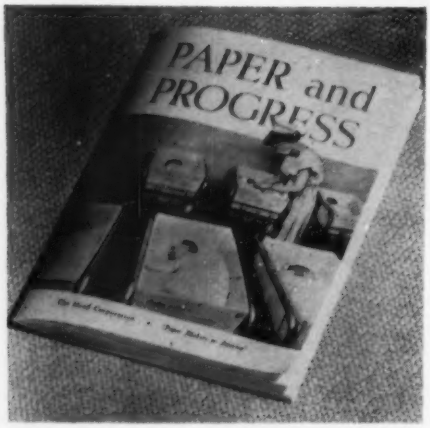
International Autopen Co., 1026 20th St., N.W., Washington 6, D.C., makes the Autopen Signature Signing Machine which rewrites a signature at the rate of 3,000 times in an 8-hour day. It writes with any fountain pen (including your own) containing any type of nib, in any color of ink. Anyone can operate the machine which is guided by a plastic master that can be changed in a few seconds to allow machine to write different signatures or other text. Machine written signature cannot be distinguished from original, and is legal on any check or



document. This provides control against forgery since machine written signatures are identical to master in every respect, never varying like a manual signature. To prevent unauthorized use, master can be locked in a safe, and machine can be equipped with locks and counters to control its use. The Autopen is used to sign insurance policies, stock certificates, diplomas, celebrities' photos for fans, authors' autographed books, etc. Real signatures increase the value of direct mail. So far, the Government is the largest user of Autopens. Machine is hand fed and operates by a foot pedal. Ideal for lettershops that produce automatically typed letters, because it offers the ultimate in facsimile letter reproduction. Literature available. **For More Information Circle No. 367.**

ROMANCE OF PAPER

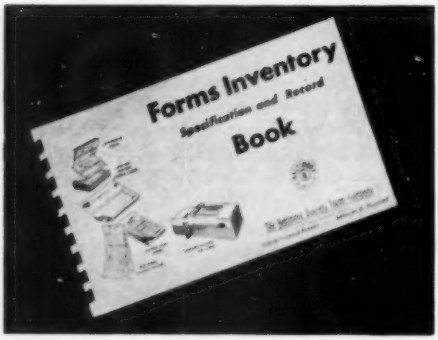
Mead Corp., Dept. PP, 118 W. First St., Dayton 2, Ohio, have published a 32-page book on the romance of paper in the offices of America where one letter begets multiple copies and a variety of records, where the mounting flow of paper is a roaring stream on which the country's business navigates. Related in pictures and brief text, the story also covers paperboard products. The United States lives on paper, says Mead. Each man, woman and child consumes about 400 lbs. a year and this is expected to jump to 500 lbs. by 1975. The book, called "Paper and Progress," states that paper is one of the most widely used man-made products and a living-standards gauge in its per capita consumption. The book cites



consumption in other countries: 250 lbs. in Canada, 138 in Norway, 130 in Denmark and Great Britain, 124 in New Zealand, 105 in Holland, 14 in Russia and 1¼ in India. "In countless ways paper works to make life easier, pleasanter, safer and also fuller, more comfortable and convenient. In this country the value of paper products is exceeded only by that of motor vehicles, meat packing, steel fabrication and petroleum refining." There is apparently no limit to the potentialities of paper. A free copy of this book can be had from above address or **Circle No. 302.**

FORMS INVENTORY BOOK

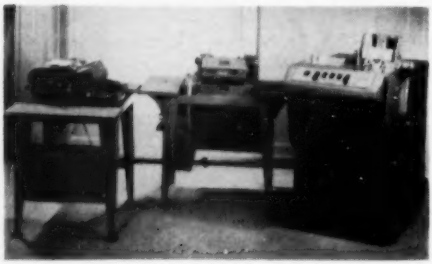
Baltimore Business Forms Co., 3144 Frederick Ave., Baltimore 29, Md., have produced a plastic bound "Forms Inventory, Specifications and Record Book" which contains 25 sheets on heavy stock.



Each sheet has a forms inventory record on one side and, on the reverse, there is a complete specification sheet for ordering forms. The inventory and specification forms in this book contain all requirements for a full control record of forms in use. A free copy of this forms control book can be had from above address or **Circle No. 345.**

LISTING CAMERA

Commercial Controls Corp., 1 Leighton Ave., Rochester 2, N. Y., distributes the Kodak Listomatic Camera, Model 1, which is used in conjunction with the Justowriter automatic tape-operated composing

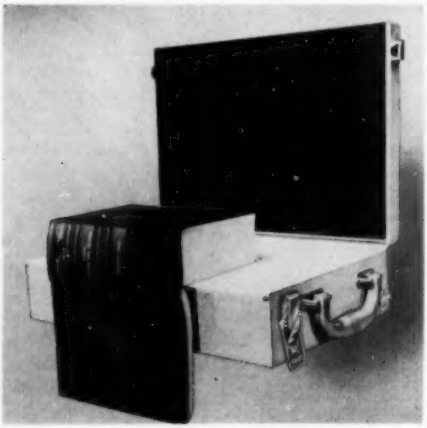


machine. The Justowriter sets justified or unjustified (1 to 3 line) listings in sharp, book style types, automatically registered on cards for photographing by

the Listomatic Camera. The film is then normally processed, cut into columns and made up in page formats to produce offset plates for printing directories, catalogs, rosters, price and parts lists, etc. Cards are kept in standard card files and added to, deleted or corrected as required. Camera automatically photographs 230 cards a minute (same size or reduced) on a continuous 400-ft. roll of film. Only the portion of the card containing the listing is photographed, so card can contain other record data. The film also can be used to make lineplates for letterpress. This system has been extensively field tried to produce directories comprising many thousands of pages. **For More Information Circle No. 316.**

PORTABLE PHOTOCOPIER

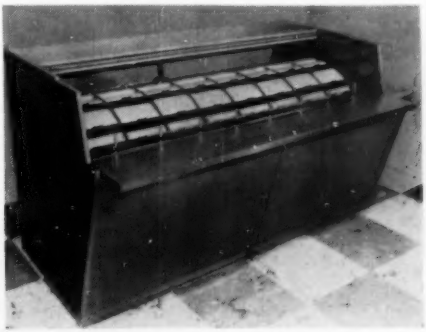
Copease Corp., Box O-11, 270 Park Ave., New York 17, N. Y., announces a compact, lightweight portable unit which exposes clear, permanent copies of almost any type of written or printed material.



This new addition to the Copease line fits into a briefcase and can easily be carried on the job to hospitals, court houses, municipal offices or any reading room to copy pages in books or reports which cannot be removed. Anything written, printed, typed, drawn or photographed, from color or black-and-white originals, can be exposed by placing the original in the photocopier with a sheet of sensitized paper and simply flipping the switch. The 9½" by 14¾" copying surface comfortably copies up to legal size paper. A storage compartment within the printer protects exposed negatives until they can be developed. The all-metal portable exposing unit weighs only 12½ lbs. and operates on either alternating or direct current. $79.50 complete with separate electrical cord. **For More Information Circle No. 304.**

MULTIPLE ROTARY FILES

Revo-File Div., Mosler Safe Co., Dept. O-11, 320 Fifth Ave., New York 1, N. Y., makes Roto-file multiple rotary card files which enable a clerk to find any one of 80,000 or more cards in three to four seconds and which can be worked by as many as three clerks simultaneously. The electrically-operated unit is designed to



eliminate bottlenecks and waste motion in the handling of active records. Roto-files contain a battery of from eight to 12 independently operated drums which can be worked simultaneously by up to three clerks seated comfortably before a desk-like posting table. While one clerk is operating the file, ⅞ to 11/12 of the file is accessible to other clerks. Fingertip pressure on a lever electrically controls each file drum and the direction in which it rotates. Each drum holds from 5,000 to 10,000 cards and revolves independently clockwise or counter clockwise. If desired, all drums can be made to ro-

tate simultaneously in either direction. Cards rotate in front of the operator in an easy-to-see position and automatically open into a visual V. This also signals the refiling location if a card is removed for posting. Old cards can be used with no costly changeover. Rotofiles come in four standard models, eight to 12 drums, for 3"x5", 4"x6", 5"x8" and 3¼"x7⅜" tabulating cards. Capacity of each model depends on the size, weight and condition of cards. Files can be operated manually in case of power failure. Cabinet can be closed and locked. **For More Information Circle No. 338.**

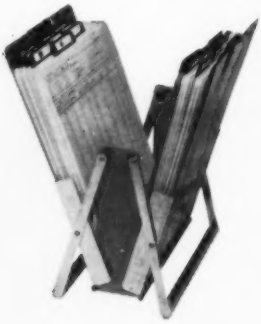
PRINTING CALCULATOR

Classic Calculators, Inc., a subsidiary of Rex Rotary Distributing Corp., 19 West 31st St., New York 1, N. Y., announces the Classic 10-Key Printing Calculator which combines three machines and avoids the need to transpose figures, a great cause of mistakes. It provides

fast, automatic, short-cut multiplication. Its two registers operate from a single keyboard at the same time and produce separate and distinct totals. (For example, credit and debit columns can be figured simultaneously and the answers will be given separately, resulting in the balance.) It also produces grand totals of many different groups of additions and subtractions. The multiplication sign appears after the multiplicand, the equal sign appears after the multiplier and the quotient appears on the third line. The Classic can retain in its memory multiplication results and use them for further operations without re-writing. Grand totals of many groups of additions and subtractions may be obtained without resetting the intermediate results. Many applications may be made of a combination of the features of this two-tone, multipurpose calculating machine. **For More Information Circle No. 310.**

SMALL POSTING TRAY

Business Systems, Inc., 2619 Santa Fe Ave., Los Angeles 58, Calif., makes the Model 23 Flexi-tray to house small groups of accounts. Earnings records, equipment records, general ledgers, accounts payable ledgers and private records frequently



present a problem because the bulk is not great enough to require standard capacity trays. The Model 23 can be adjusted by the user in a few seconds from 2" to 3", or any intermediate capacity. Its compact design permits horizontal stacking or vertical storing to conserve space in vaults or cabinets when not in use. Choice of suitable metals and a minimum number of parts results in its light weight of 4½ lbs. for size 8½" x 11." The supporting stand is an integral part of the tray and is scientifically designed to hold the loaded tray in posting or reference position without need for other

support. Stand extends and retracts automatically as the Flexi-tray is opened and closed. **For More Information Circle No. 318.**

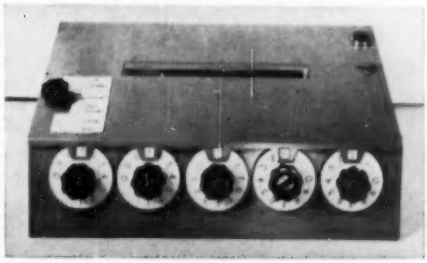
PHOTOCOPYING

Peerless Photo Products, Inc., Dept. O-11, Shoreham, L.I., N.Y., offers an 8-page booklet which describes the dry-process method of photocopying correspondence, incoming orders, invoices and many other kinds of typed or drawn originals. Printed in two colors, the book-

let points out many of these applications and describes the improved line of Dri-Stat photocopying equipment and materials. These include a completely redesigned combination printer-and-processor, a new flatbed printer especially for copying from books, and Dri-Stat Bright-Light paper with which copies can be made under normal office light. A free copy of this booklet can be had from above address or **Circle No. 365.**

TRANSACTION TRANSMITTER

Hillyer Instrument Co., 54 Lafayette St., New York 13, N. Y., announces the Transacter, an automatic input device which serves as an information link between multiple, widely scattered points and a central data processing office. It transmits data rapidly from the source of a transaction to the processing office without the need of intervening paperwork or clerical operations. Among the advantages achieved are cost reductions in the pre-data processing area by reducing the number of personnel required and eliminating human errors. High speed data processing equipment can be effectively used to make reports available soon enough so that the activity is still fresh in the minds of all concerned. In use, the operator inserts into the Transacter his permanent identification plate which contains up to 15 characters and may also serve as an identification badge. He can also insert a job or transaction plate containing up to 70 characters. A transaction code set by the operator or supervisory personnel to indicate in, out, start, stop, count, receive, issue, etc., and variable data of any value from 0 to 99999 can be transmitted at the same time. With the plates inserted and the variable data dials set, the operator presses a button. Transmission is accomplished in 1/5th to slightly over 1 second, depending on the amount of information transmitted. The transmitting Transacter is ordinarily located at the central receiving-recording station. The receiver records the exact time of the transaction,



identification station number of the transacter, and the information being transmitted. Output of the system is standard common language punched tape suitable for immediate use in automatic typewriters, tape-to-card converters or any electronic data processing systems. **For More Information Circle No.** 333.

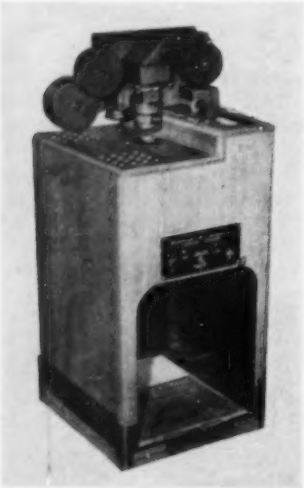
LOSSES FROM NOISE

Gates Associates, 11 Commercial St., Rochester 14, N. Y., offers a free illus-

trated Quiet folder which describes the savings that can be made by reducing the noise of office machines. It indicates that business losses from noise exceed fire losses. Write above address for a free copy of the folder or **Circle No. 354.**

MICROFILM CAMERA-READER

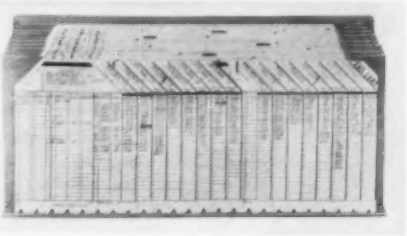
U. S. Microfilm Co., 870 Main St., Stamford, Conn., announces the C-R35, a 35mm Microfilm Camera-Reader. This compact unit requires only 14"x15¾" of space and



it will copy 1000 pieces an hour. Other features are a coated 50mm reader lens, a high contrast 11"x14" view screen, and an automatic indexing and counting unit. **For More Information Circle No. 309.**

VISIBLE LEDGER FILE

Vue-Fax Corp., Westbury, N. Y., makes Vue-Fax visible ledger files in which cards cannot work up because Lucite roller bearings eliminate friction. Aluminum spacer panels provide larger capacity. Plastic index guides have greater visibility and allow positive indexing control and faster card selection. The spacer floor assures margin alignment for faster card reinsertion. One or more rows of cards can be removed automatically. There are six pending patents on new Vue-Fax features that are described in literature which is free from above



address. **For More Information Circle No. 349.**

PORTABLE PHOTOCOPIER

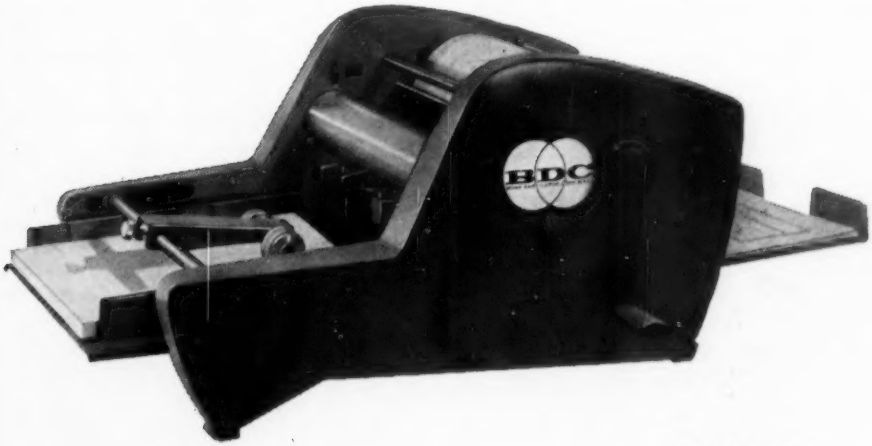
Cormac Industries, Inc., 80 Fifth Ave., New York 11, N. Y., makes the new Cormac Scout portable photocopy machine which will make finished copies up to 8½" x 14" in 30 seconds. Although machine weighs only 18 lbs., it comprises both exposure and processing units with

built-in compartments for papers and supplies, complete with carrying handle. Made of unbreakable plastic, the Cormac Scout can be carried anywhere to make copies on-the-spot of anything written, printed, typed, drawn, stamped or photographed. Plugs into any electric outlet. Overall size is 10" x 23½" x 11", price $249. **For More Information Circle No. 313.**

FINGER MOISTENER

Evans Specialty Co., 3023 Evans Bldg., 1800 E. Grace St., Richmond 23, Va., offers free samples of Tacky-Finger, a stainless, odorless, hygroscopic material

NEW BDC SPIRIT DUPLICATOR



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Look at today's best buy in spirit duplicators! The new BDC brings you every important feature – including an automatic feed – for less than you would expect to pay for hand fed equipment.

Cam operated, the new BDC Spirit Duplicator will give years of service-free performance. Compare the superb design by Burton Tysinger, check the outstanding technical features, and write for complete information today. Bohn Duplicator Corp., 444 4th Avenue, New York 16, New York.

For More Information Circle No. 141

that facilitates paper handling. Tacky-Finger applied to the fingers absorbs moisture from the air, enabling the user to handle papers and currency with ease. Completely harmless and greaseless, it is easy to wash off. For free sample, write above address or **Circle No. 356.**

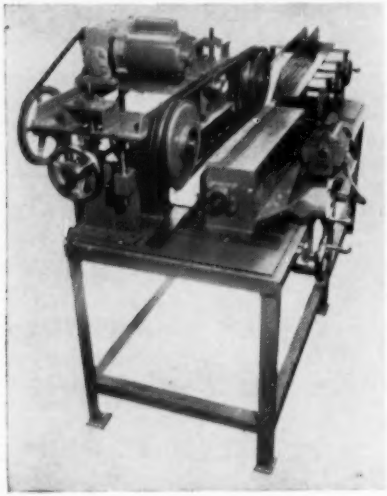
ADDER-BOOKKEEPING MACHINE

National Cash Register Co., Dayton 9, Ohio, makes an adding-bookkeeping machine which dealers can sell at $720. Standardized NCR (No Carbon Required) bookkeeping forms have been designed for use with the machine, so customers may be offered a ready-made, low-cost package deal. The machine will perform all basic bookkeeping tasks of a small

or medium-sized business — accounts receivable, accounts payable, payroll, general ledger, stock records, etc. Interchangeable control bars enable rapid conversion from one job to another. A switch at the left instantly changes it into a normal, flexible-keyboard adding machine. Many of the features found in much higher-priced models have been incorporated in this model. A front-feed carriage makes it possible to prepare several related forms at the same time. For instance, in posting cash receipts to customers' statements and ledger cards, a cash receipts journal is made as an automatic by-product. In writing payroll, the employee's pay statement, check, earnings record, payroll journal and check register are posted in a one-shot operation. Automatic dating, credit balance, and a fully-visible posting line are other features. NCR Paper forms are chemically coated to reproduce sharp, clear impressions on multiple forms, without use of carbon paper. Standard forms are made for accounts receivable, accounts payable, payroll and other applications on the machine. **For More Information Circle No. 311.**

PAPER ROLL DELINTER

Machine Div., Fuller Brush Co., Hartford 2, Conn., states that maintenance costs on adding machines, teletypewriters and other office machines using paper rolls can be reduced by the use of their Paper Roll Delinter which removes the lint from the ends of score cut paper rolls. This eliminates jamming or poor



operation caused by accumulation of lint in the machine. The delinter is of special value to manufacturers of paper rolls who wish to offer their customers lint-free rolls, and to large users of paper rolls who can reduce maintenance costs by delinting rolls before issuing them. The machine can be quickly and easily ad-

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For More Information Circle No. 115

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For More Information Circle No. 139

justed to various size rolls by the turning of handwheels. Rolls ranging from 1-11/16" to 5½" in diameter and from 2½" to 8½" in length are fed between two 24" long horsehair brushes that turn at 1800 R.P.M. The smallest rolls can be processed at 5,400 per hour, the largest at 1,000 per hour. Brushes are hooded and outlets are provided to permit the drawing off of lint by the user's exhaust system, or a separate dust collector can be added. Power requirements (exclusive of dust collector) are two ¾ hp brush drive motors and one ¼ hp feed drive motor. **For More Information Circle No. 353.**

DICTATING EQUIPMENT

Gray Mfg. Co., Dept. R-11, 521 Fifth Ave., New York 17. N.Y., offers electronic dictating and transcribing equipment and telephone dictation network systems for office-wide use on three-year installment terms with no down payment. The new merchandising plan marks the first

time that Gray equipment had been offered on no-down payment terms. The program, developed with C.I.T. Corp. also offers three-year leases, both with and without purchase options. Leases may be extended beyond three years at the end of the original contract. The Gray PhonAudograph can be used by many dictators, each of whom uses a telephone-like instrument on his desk. A relatively small secretarial group can can handle dictation formerly requiring individual secretaries for each executive. In offices which use a PBX switchboard, the Gray PhonAudograph may be connected directly to the switchboard and users may dictate material on their regular telephones simply by dialing the special PhonAudograph number. The Gray Audograph is a portable individual unit normally used by only one person. **For More Information Circle No. 307.**

ELECTRIC COLLATOR

Collamatic Corp., 102-11 State Highway 23, Wayne, N.J., announces a 16-bin electric collator, Model 1600 Duplex which, like the Model 800 and Model 1200 Collamatics, is operated by a light touch of the hand. It is equipped with two fingertip starters, each activating its

own individual set of eight bins. This feature means it can be operated by one operator to collate from two to 16 pages at one time, or by two operators, to collate two separate jobs that require the collating of from two to eight pages each. In either case, the operator, or operators, is comfortably seated and the fatigue factor kept at a minimum. Bin capacity is a full ream of paper, allowing the operator to collate for long periods without repeated reloading. The Model 1600

Duplex Console features Magicfeed Rollers that assure positive feed without misfeeds, and comes complete with a stapling-stacking bin, to facilitate completion of both collating and binding operations and a smooth uninterrupted work flow. **For More Information Circle No. 341.**

ASH TRAYS

Smo-King Products, Inc., Dept. X-1, 111 Pioneer St., Brooklyn 31, N. Y., makes Spin-Top automatic ash trays. A finger touch on the top knob causes the mechanism to spin and whisk away ashes and stubs. Constructed for long, continuous use with ball bearing action. All models have large capacity bases with

functional cigar and cigarette rests. Heavy duty chrome plating wipes clean easily. Self-cleaning Spin-Top ash trays are made in a variety of styles for use on floor, desk and table; and in a wide choice of finishes to go with any interior. Illustrated literature showing all models and with full specifications is free from above address or **Circle No. 346.**

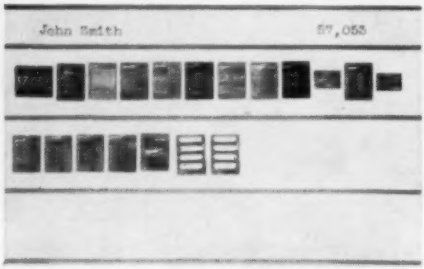
RUBBER BANDS

Alliance Rubber Co., Dept. TO-11, Hot Springs, Ark., one of the largest manufacturers of Rubber Stationery Bands, has a new quarter-pound New Look box with transparent acetate window and perforated dispenser opening on top. This makes it more convenient to use the bands. Arco rubber bands feature Open

Ring construction which prevents tangling; allows bands to be more easily handled and more quickly applied. **For More Information Circle No. 314.**

MICROFILM FILING SYSTEM

Atlantic Microfilm Corp., 41 Union Square West, New York 3, N.Y., makes Micro-Jackets which simplify the use of regular roll microfilm. Strips of film, (or individual images) can be filed by unit subject and indexed accordingly. Micro-Jackets combine the space-saving ad-



vantages of microfilm with the simplification of a card reference system. They are made of optically clear acetate so that film may be viewed directly without removing it from the jacket. Four basic types are available in standard card sizes from 3″ x 5″ to 5″ x 8″. Special types and sizes available on request. Free samples and literature from above address or **Circle No. 363.**

New Cormac Economy Model

So attractively priced
So conveniently portable

THE ALL-PURPOSE *Scout*
A SINGLE-UNIT PHOTOCOPIER

. . . Use it in your own office
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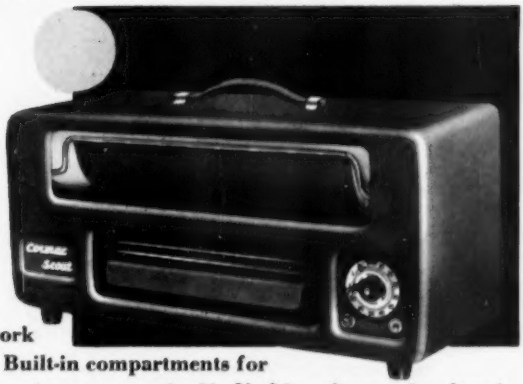
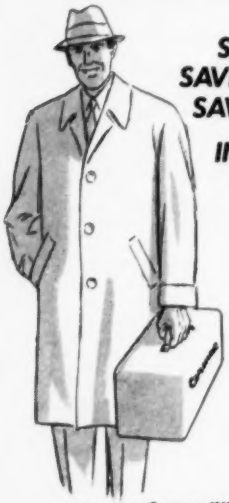


The new Cormac "Scout" is equally suited for normal office work or for out-of-office copying. Built-in compartments for paper and supplies! No extra carrying case required! Nothing else to take along! Engineered with the same precision and styling that has made other Cormac photocopiers famous. Fully Guaranteed!



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SPECIFICATIONS

RANGE: Copies up to 8½" x 14"	**SIZE:** 10" x 23½" x 11" (including supply compartments)
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The phenomenal growth in the use of Photocopiers for all kinds of office applications—relieving typists from copying work, proof-reading, correcting—has created a demand for a lower-priced automatic photocopier for smaller offices.

There has also been a growing need for a self-contained, completely portable machine to be taken along for outside copying work—by abstractors, by private and governmental investigators, by the accountant for use at clients' offices, by the attorney for use in court and other similar requirements.

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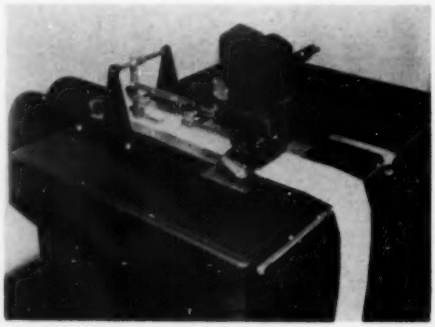
For More Information Circle No. 161

LIQUID LEAD PENCIL

Ferber Corp., 99 West Sheffield Ave., Englewood, N. J., makes the Pencilette No. 2, a 25c liquid lead pencil which writes and erases like a pencil, never needs sharpening and has an unbreakable point. Its patented triangular shape makes it easy to write with. The Pencilette comes with deep pocket clip, unbreakable plastic cap and replaceable eraser. Made in yellow, red, green and orange; in four, two and one-dozen display pieces and single unit cards, also a one-dozen box for commercial users. **For More Information Circle No. 369.**

TABULATOR LABELS

Avery Adhesive Label Corp., 1616 S. California St., Monrovia, Calif., makes Tabulabels for printing addresses or other data by tabulating machine. Tabulabels come in rolls with perforated backing tape for easy feeding on the tabulator. The



tape also serves as a conveyor belt for fast label application on an Avery electric dispenser. The labels are self-

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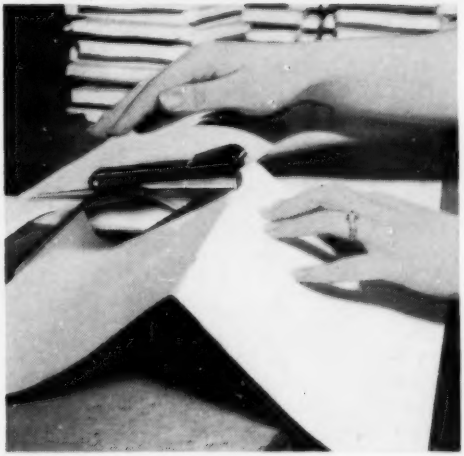
It's the rugged, compact office stapler that can whisk out staples as quickly and neatly as it puts them in. Attached staple removing blade is a Bostitch exclusive. With base removed, the B8R is also a handy stapling plier and bulletin board tacker. Speeds scores of office fastening jobs.



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Here's the low-cost saddle stapler that makes quick work of binding folders, bulletins, reports. Amazing capacity for its size, the B8S binds up to 120 pages (30 sheets), handles page widths up to 12″. Both B8R and B8S use genuine Bostitch SB8 and STCR 2115 ¼″ staples.

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Outlives Two Ordinary Stamp Pads

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- Ink dries instantly on paper yet never dries in the pad!
- Pad surface is always flat and firm does not collect lint!
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- Impressions are always strong, clear, brilliant and waterproof!
- Ink penetrates pad quickly, will not stand on surface as with ordinary pad!
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adhesive, requiring no moistening. Users report that they are faster to print and apply than are gummed labels. Avery labels cling tightly without curling, peeling or popping. In addition to being used for addressing, they can be applied to any object such as spare parts, drawers, shelving etc. **For More Information Circle No. 320.**

TAPE DISPENSERS

Permacel Tape Corp., New Brunswick, N. J., makes a desk, counter and industrial tape dispenser with easy grip sides. Cutter bars are redesigned to provide more efficient cutting, and sufficient finger room between the cutter bar and tape.

New colors which blend with modern office, house or store furnishings. All dispensers have mar-proof rubber pads on the bottom to grip surfaces tightly, and all provide increased width and diameter for tape. T-5A Desk Dispensers in black, satinwood, blue, spruce and mahogany, have a suggested list of $1.69 and a maximum tape diameter of 2¾", maximum tape width of 1". T-5B Counter Dispensers in mahogany, sea spray and French gray, have a suggested list of $2.95 and a maximum tape diameter of

For More Information Circle No. 103

Heyer SPIRIT DUPLICATORS

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Electric or Manual Models Available

Heyer Conquerors print hundreds of sharp, clean copies of anything typed, written or drawn . . . in so little time, with so little effort, at such low cost. Sales Letters, Bulletins, Forms, etc., in up to 5 colors at once simply flow from these duplicators. They "Always Make a Good Impression."

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For More Information Circle No. 225

PLATENS PARTS SUPPLIES for TYPEWRITERS and other office machines

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TYPEWRITER EQUIPMENT CO., INC.
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For More Information Circle No. 226

6¼", minimum tape width of 1¼". T-5A and T-5B dispensers are individually packed in five-color display boxes adaptable to Christmas packages by affixing Giftape seals or banding with Giftape. **For More Information Circle No. 321.**

LARGE HANGING FILE

Oxford Filing Supply Co., Garden City, N. Y., makes the Pendaflex Jumbo File which houses Jumbo size folders for x-ray films, artwork, legal size papers and other large units which do not fit into ordinary size filing cabinets. The file moves easily on ball-bearing casters and is available in a smart gray color which harmonizes

with every office decor. To fit into the Jumbo File, Oxford has created 14" x 18" x-ray folders, as well as 27" x 28½" file drawer frames. These folders and frames also fit in x-ray cabinets made by all leading equipment manufacturers. The Jumbo File sells at $35 each in quantities under five; $33.50 each in quantities of six and up. Slightly higher in the south and west. **For More Information Circle No. 362.**

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NEW INFRA DISC-DICTATION EQUIPMENT

infra Director

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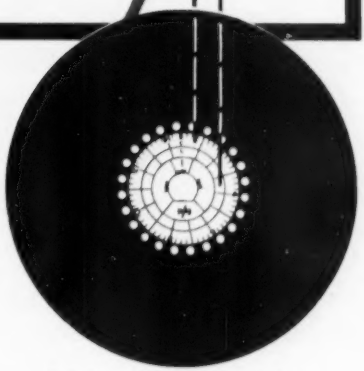

Infra's exclusive "Center Index" eliminates the need for log pads or annoying paper strips . . . is a permanent part of the disc. Corrections and letter-endings are automatically, electronically inscribed by merely pressing a control button on the microphone.

infra

For further information on Infra disc dictation-recording and transcribing equipment, write:

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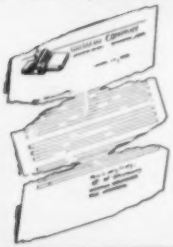

Correspondence can be opened quickly and safely without danger of mutilation —prevent damage to important messages.

Write today for complete catalogue

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715 Lexington Ave. Homer City, Pa.

For More Information Circle No. 236

TAB CARD SORTER

Remington Rand Division of Sperry Rand Corp., 315 Fourth Ave., New York 10, N. Y., makes the Remington Rand Electronic Sorter which sorts 48,000 alphabetic, numeric, blank and special code punched cards per hour. It handles special punched card coupons and stubs as well as 90 column cards. Push-button simplicity assures instant selection of the column to be sensed; and variable sequence, sorting 0-to-9, A-to-M, and N-to-Z cards in any order. A complete alphabetic sort or a complete alpha-numeric sort is provided through 13 receivers for cards selected automatically, plus a 14th receiver for non-selected cards. Double capacity feeding magazines and card receivers permit efficient extra output for

the unit. Procedure flexibility provides unlimited freedom in segregating and merging up to 13 groups of alphabetic and/or numeric characters selected in a single pass of cards; blank selection for merging unpunched cards with zero-punched cards, segregating unpunched cards in a separate receiver. Sorting on one or more control positions without regard for punching in other positions of the same column; for sorting by special codes; for sorting cards with bottom edge leading, etc., are handled by individual or transposed position sensing. Simple re-wiring of connection panel gives complete control of sensing and receiving, di-

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How long has it been since *you've* looked over your present forms? Or have you just overlooked them, without connecting changing conditions at your company with the need for changed systems? A thorough analysis of your operation by a Baltimore Business Forms expert can pay unexpected dividends in the form of faster paper work, greater internal efficiency and speedier external communications and deliveries. The experience gained by Baltimore Business Forms in solving countless problems for over 60,000 of the nation's leading business houses can solve yours too. Write us today, requesting samples—there's no obligation, of course.

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POSTING TRAYS AND STANDS

Tray models for sheet sizes from 7" x 11" to 12" x 12". Stands available in skeleton, fully enclosed or with Filing Drawer.

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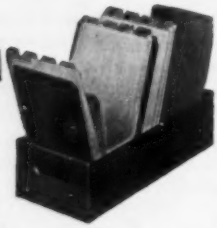
Porta-Matic Trays available in 12", 14¾", 18" and 23¾" lengths and ten widths from 5" to 17". Lightweight — portable.

REGISTER FORM TRAYS

Five sizes for all standard register and sales book forms.



POSTING BOX

For payroll and other records requiring small capacity containers. Will accommodate sheet sizes 9" x 11", 12" x 12", 14" x 12" and 16" x 12". Capacity 3".

For prices and descriptive literature, write

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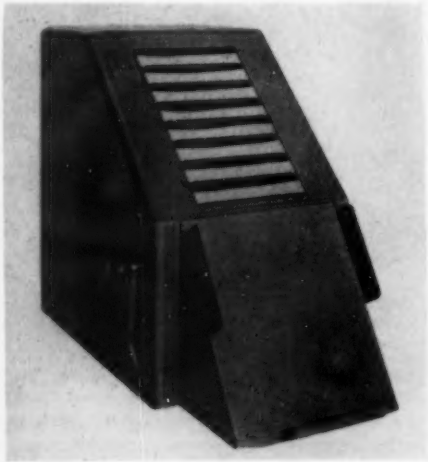
For More Information Circle No. 227

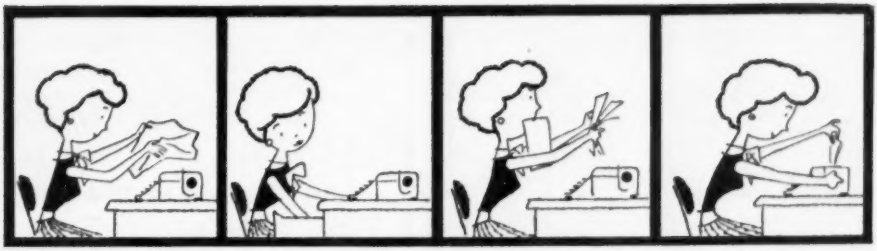
rects selected cards into designated receivers for segregation and merging. Photoelectric sensing permits sorting 800 cards per minute with dependable accuracy, cutting down the actual speed of card travel through the sorter and reducing card wear to the minimum. **For More Information Circle No. 332.**

PORTABLE COLLATOR

Thomas Collators, Inc., Dept. B, 50 Church St., New York 7, N. Y., makes a portable Table-Top Collator which incorporates many of the operational and design improvements developed for their larger floor models. Designed to meet the needs of the smaller office, the unit, which accommodates 8-sheets and requires only 16" x 29" of desk space, enables one operator to assemble duplicated sheets into



sets approximately 100% faster than hand assembly methods. Unit has rounded corners and an attractive mar-resistant gray hammertone finish. After pages to be collated are stacked in the bins, Rotating Feed-Fingers rest on the top sheets. A hand lever, which can be located on either right or left side of the unit, controls the collating cycle. When this lever is moved forward, the feed-finger slides out the top sheet of each stack where they are grasped by the operator and



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The Peerless Dri-Stat Photocopy System gives you an exact black and white copy in less than a minute. This compares to many minutes of typing time, often hours of laborious tracing. And the cost is less than 9c per copy.

Dri-Stat copies more things better than any other photocopyer. Letters, charts, drawings, clippings, halftones, colored inks, pencilled notations . . . even pages from thick, bound volumes . . . are reproduced with photographic accuracy.

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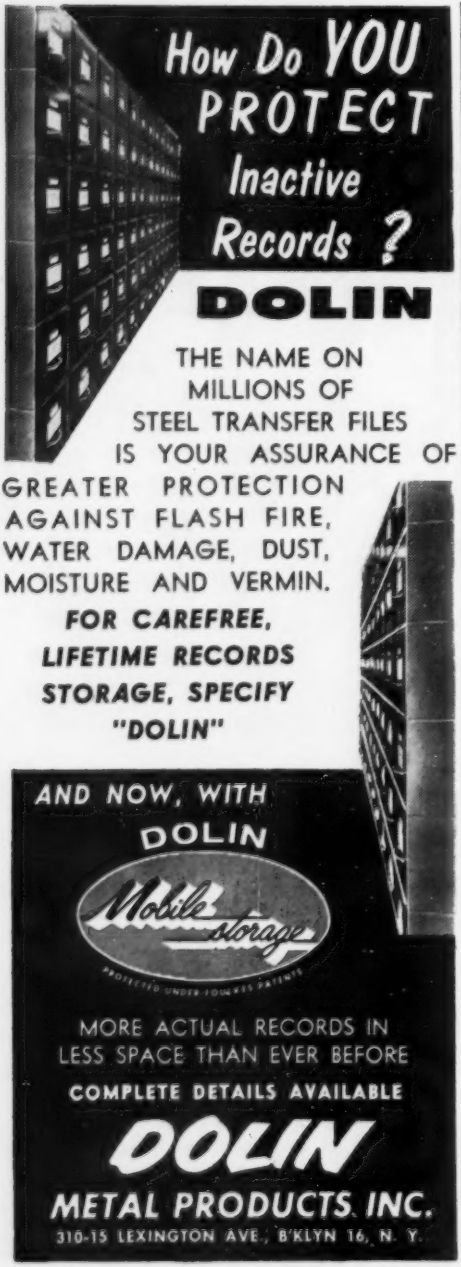
O-11

For More Information Circle No. 284



For More Information Circle No. 221

placed in a gathering tray directly below the unit. All papers pass before the operator for her inspection, eliminating the possibility of blanks or misprints slipping through. **For More Information Circle No. 334.**

HEAVY MACHINE STANDS

Tiffany Stand Co., 7350 Forsyth, St. Louis 5, Mo., makes the 8000 series office machine stands. These completely new heavy duty stands meet every requirement for extreme rigidity, strength and vibration-free performance necessary for electric typewriters and portable bookkeeping machines. The stand is compact and occupies a minimum of space. The noise reducing, open, adjustable-cup top accommodates practically all machines.

A footpedal operates the caster retracting device which is completely enclosed. Square, tubular-steel legs with nicely rounded corners on the tubing; heavier castings that cover casters, king-size drop leaves and a square top that is all one-piece construction, are among the many new features in the 8000 series. Stands are available in silvertone gray, walnut brown, dark office green, beige-tone and mist green. **For More Information Circle No. 336.**

PAPER FASTENER

Lansdale Products Corp., Dept. M, Box 568, Lansdale, Pa., offers a free chart which lists the features, applications and advantages of using the Mosda Clipless Paper Fastener. Write above address for the chart or **Circle No. 350.**

ORANGE and LEMON YELLOW CARBON

RECORDS ETERNAL

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For the Diazo Processes of Reproduction

Recommended by leading manufacturers of Diazo Process equipment as having exceptional actinic opacity... excellent handling characteristics.

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The Storms Service Bureau is ready to help you with special applications of carbon paper, inked ribbons and carbon rolls. You are invited to consult with Storms any time you get such requests from your customers. No obligation, of course.

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For More Information Circle No. 117

Photo taken at one plant of the Pioneer Ice Cream Div. of The Borden Co.

The DENOMINATOR works for *Borden's* . . .

Let it save TIME and MONEY for YOU!

At Borden's a large number of trucks in the Metropolitan New York area are loaded with actual orders only—because thousands of telephone orders for their many different items are now consolidated by *The Denominator* for the truck load sheets. Result . . . greater efficiency and maximum savings in time and labor.

Whenever *you* have many different types of items to be counted —each of which must be accounted for separately—you can do it better with *The Denominator!*

This modern counting-tabulating device can be built to exact specifications to fit the specific counting categories of each business—as is so aptly demonstrated in the above photo. Write Dept. O-55.

THE *Denominator Company*, INC.

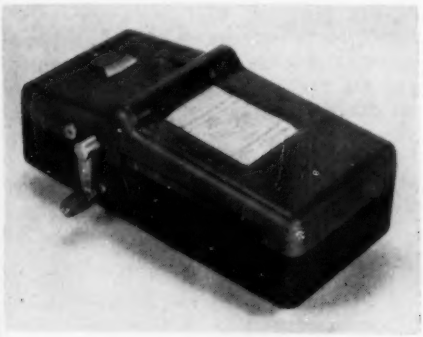
261 BROADWAY, NEW YORK 7, N. Y.

Manufacturers of Tabulating Machines for 40 years

For More Information Circle No. 118

AUTOGRAPHIC REGISTERS

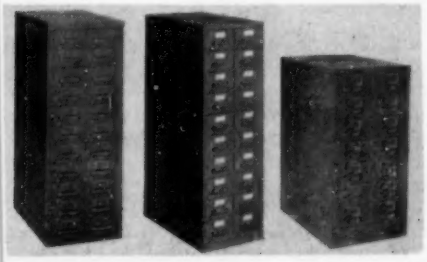
Egry Register Co., 429 E. Monument Ave., Dayton 2, Ohio, makes the Egry Elite Compak autographic registers for handwritten forms such as sales records, invoices, shipping forms, etc. Capacity of up to 1000 single sheets in continuous sets of from 2 to 8 copies each. Simple to load. Audit copy is automatically filed



in a tamperproof compartment which is easily accessible when unlocked. Positive aligning mechanism with no jamming or carbon adhesion. An electric model speeds record writing. Its motor runs only when forms are being discharged. All models can be had with removable-till cash drawer which opens only when a record is made or by private key. **For More Information Circle No. 326.**

TAB CARD FILES

Tab Products Co., 57 Post St., San Francisco 4, Calif., has added three tabu-



lating card files to its line. No. 722 file has perfected progressive ball bearing

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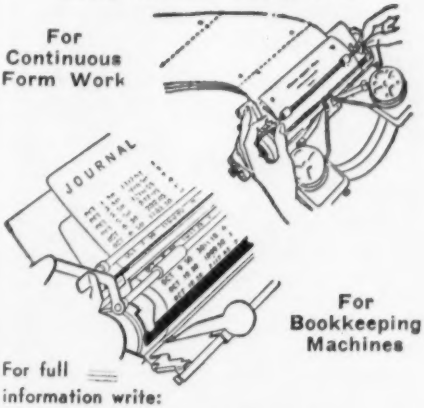

For Bookkeeping Machines

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DUPLI-TYPER CO.

456 Fourth Avenue, New York 16, N. Y.

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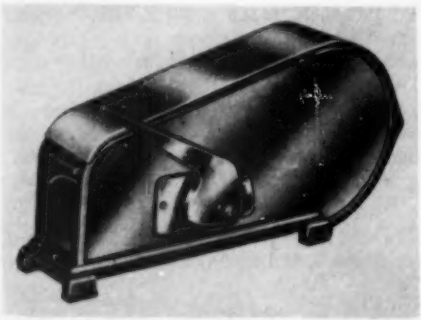
For More Information Circle No. 219

full suspension plus every detail of the finest tab card files. No. 820 is a low-priced good looking file for semi-active storage. It has many features usually found only in more expensive files, such as full six-post frame, crossties at each drawer level, tab card width label holders and generous pull handles. Each of the full size files matches the others dimensionally. The 14-drawer tab card file No. 814 provides maximum capacity of 55,000 cards at practical 39″ counter height. Other units in Tab's expanded card file line include the 862, an excellent quality 20-drawer file in the medium price bracket, and one and two drawer desk files, 701 and 702 respectively, holding over 2,000 and over 4,000 cards. **For More Information Circle No. 324.**

TAPE DISPENSER

Lipton Mfg. Co., 52 West Houston St., New York 12, N. Y., makes the Walters 60 automatic 1½″ gummed tape dispenser, with a front press-down handle. It will automatically dispense, moisten, measure and cut off ¾″ to 1½″ wide



gummed tape, in mechanically controlled lengths of 2″ to 7½″ in one stroke. The Econo-Miser for tape length control saves up to 50% on tape. The body is formed of rustproof, shatterproof die cast zinc alloy and is completely enclosed to keep out dirt and maintain clean, fresh tape. Brush is 100% pure bristle and rests in a large capacity, removable, cast aluminum water box. A stainless steel lifetime blade is included. Heavy duty gears and parts require no oiling. By means of a

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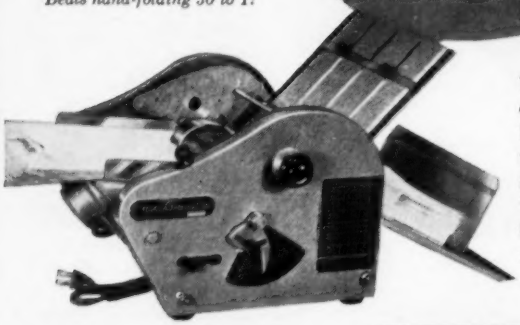

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For More Information Circle No. 121

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ATLAS STENCIL FILES CORP.
16716 Westfield Avenue, Cleveland 10, Ohio
For More Information Circle No. 234

special mechanical arrangement, Lipton has eliminated about half the parts, installed a special control for ¾" and 1" tapes, and built channels and guides into the body of the machine to speed and ease the flow of tape. The Walters 60 lists at $16.95 in gray hammertone. Also available in pastel colors and chrome top. **For More Information Circle No. 330.**

DUPLICATOR CABINET

Heyer Corp., 1821 S. Kostner Ave., Chicago 23, Ill., announces the trend cabinet, designed by Jean Otis Reinecke, industrial designer and former president of the Society of Industrial Designers, who also designed the Heyer Model 70 and Model 76 Conqueror Spirit Duplicators. This cabinet's size and shape make it an ideal working base for duplicating equipment

with ample, easily accessible storage space for supplies. The finish is highly alcohol resistant and not affected by spirit fluid or mimeograph inks. Tapered wooden legs have adjustable brass feet which are self-leveling. As a piece of furniture for office or home, the fresh modern styling blends with modern or traditional furnishings. May be used as a liquor cabinet, bookcase, telephone cabinet or used in pairs or threes as an

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For More Information Circle No. 233

excellent executive credenza. The Trend is 30½" high on 6" adjustable legs, 31" wide and 16" deep; handsomely finished in alcohol resistant dark gray. Metal doors have gray walnut wood grained finish and slide easily on nylon rollers. Inside shelf is adjustable. Extra shelves are available. **For More Information Circle No. 358.**

DESK LAMP

Lightolier, Inc., Jersey City 5, N. J., makes the Man's Lamp which combines eye-shielding louvers with a glare-filtering diffuser. Designed by Gerald Thurston, it emphasizes the best in lighting with straightforward styling; maximum swing and swivel mobility. The louvers eliminate direct glare while diffusing reading light. Molded in one shape, the all-plastic louvered diffuser is a single

piece of rigid durability. A telescoping rotating shaft plus a universal swivel at the shade permit lamp adjustment to any height. The shaft is placed off-center on its base to counteract the unbalancing effect of the lamp swing. Designed for a single 30-70-100 watt bulb, giving multi-level lighting for varying uses. Approximate prices: desk lamp, $19.75; floor, $25; swing-arm wall, $27.50; pull-down wall, $29.50; in a good selection of colors. **For More Information Circle No. 328.**

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These work-saving, time-saving office machines simplify work and speed results

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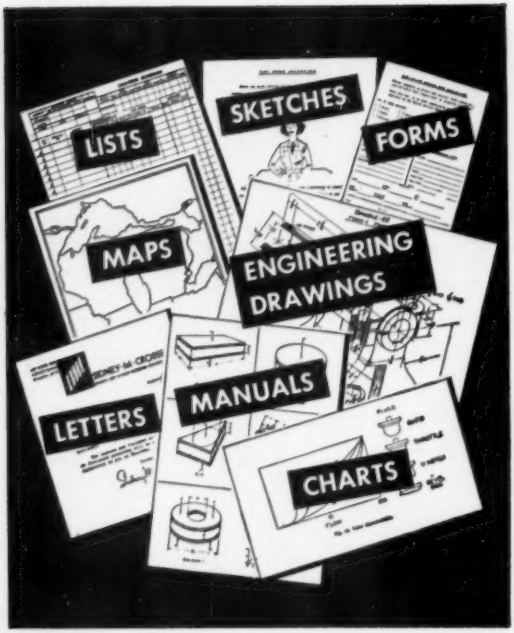

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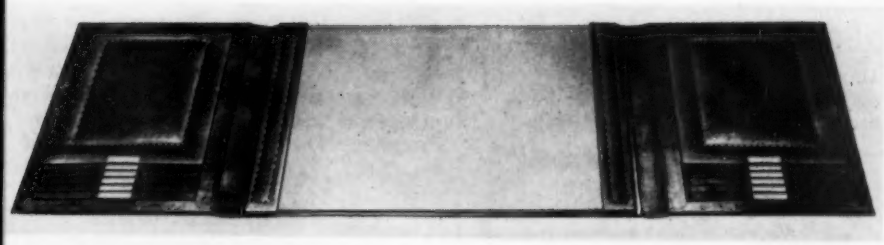


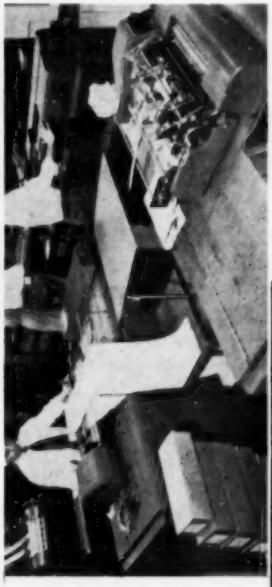
DESK PADS

Polar Mfg. Co., 323 North 13th St., Philadelphia 7, Pa., makes a complete line of quality desk pads and executive desk accessories. Illustrated is their No. S-288 folding desk pad of stitched, top grain cowhide with linoleum center. The work organizers on each side have washable tontine leaves. Size opened is 19" x 54½". Made in choice of 18 leather colors with 30 matching accessories such as daily calendar and memo pad, paper weight, letter opener, rocker blotter, wastebasket, scissors, picture frame, cigarette box, ash tray, calendar, pen set, letter tray, etc. Polar uses only the best materials such as No. 1 heavyweight cowhide for lasting durability and fine appearance. A handsomely illustrated catalog showing the complete line with specifications and prices is free from above address. **For More Information Circle No. 347.**

DIE-IMPRESSED STENCIL

A. B. Dick Co., 5700 Touhy Ave., Chicago 31, Ill., makes a semi-completed stencil carrying the illustrated message,

To be sure! YOU CAN STEP-UP EFFICIENCY OF BUSINESS MACHINES



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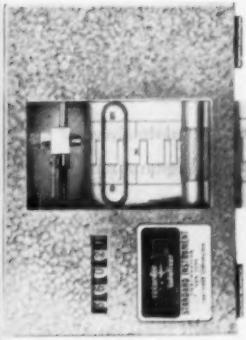

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For More Information Circle No. 235

this machine writes pen signatures automatically!

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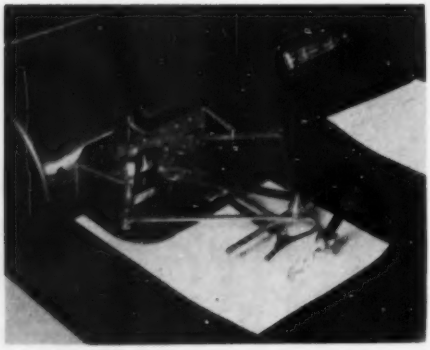

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Autopen provides an actual pen and ink signature—exactly as you write it—up to 3,000 times a day. Any junior clerk or secretary can affix your personal signature to all documents regardless of whether you are available to sign them or not. Write today for information on the purchase or rental of Autopen.

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INTERNATIONAL AUTOPEN CO.

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For More Information Circle No. 287

"NOW is the time." By typing or lettering information about merchandise specials or services, an effective sales message for attractive, direct mail pieces can be prepared. Other headings are also available. **For More Information Circle No. 368.**

CASH REGISTER-ADDER

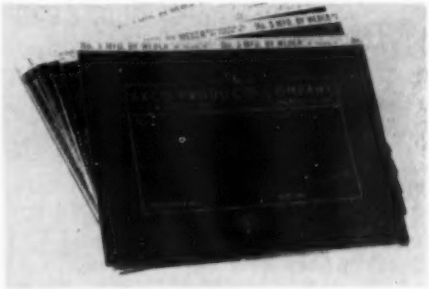
Victor Adding Machine Co., 3900 N. Rockwell St., Chicago 18, Ill., makes the low-priced Duomatic combination cash register and adding machine which permits users to add invoices, bank deposits, inventories, etc., without disturbing the machine's cash receipts total. It itemizes individual purchases on a detail strip. It also prints, registers and totals each sale

on the grand total simultaneously. Insertion of a key in the lock on the front panel enables manager or owner to obtain a subtotal of day's receipts whenever desired. At the end of the day, by turning the key in the opposite direction, he is provided with total receipts for the day. Equipped with seven control keys to permit easy classification of all transactions. Charge purchases, cash paid out items, sums received on accounts and sales tax, for example, are readily identified on the tape. The machine also provides eight designation keys that enforce identification of clerk or department before operation is possible. It rings up $999.99, has

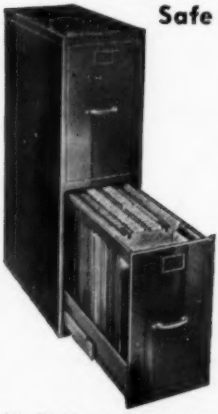
a cash receipts total of $9,999.99 and permits miscellaneous addition totals up to $99,999.99. Streamlined two-tone gray green Fiberglas case that is as strong as it is smart in appearance. Price of the electric unit is $375. **For More Information Circle No. 329.**

LABEL STENCIL

Weber Marking Systems, Dept. 8-J, Mount Prospect, Ill., makes a small paper stencil which is die-cut to reproduce shipping or product identification labels. Called the Kustom-Kut Stencil, it is designed to cut costs and save time in the multiple addressing and marking of shipments. It can be used with either a Weber label printing machine for printing actual labels or with Weber hand-printers for imprinting facsimiles of the labels directly on shipping containers. Kustom-Kut Stencils are delivered already cut to print the constant or standard information. They also can be die-cut to reproduce the user's present label or form. Variable information is then filled-in on a typewriter or by hand with a stylus just before using. It is then attached to a Weber Label Printing Machine which turns out labels, printed and filled-in ready for application, at the rate of 105 per minute. For printing directly



on containers, it is attached to a Weber hand printer. Label form plus fill-in data are reproduced on the container in one easy operation. This eliminates the need for labels and the time that it takes to apply them. **For More Information Circle No. 323.**



All Models of Heavy-Gauge Steel Construction, Gray Hammerloid Baked Enamel Finish.

Safe . . . Efficient . . . Economical!

MIM-E-O

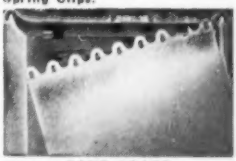
STENCIL & OFFSET NEGATIVE & MASTER

FILES

The MIM-E-O Patented Spring Clip method of vertical filing provides complete protection for Stencils (in File Wrappers), Offset Negatives, and Paper Composition, Aluminum and Zinc Masters—especially the serrated edge of Multilith Masters. Special heavy-tension Spring Clips available for filing Zinc Masters.

The complete MIM-E-O line includes models to file Multilith #1250, #75, #80, #81, and #2066 Negatives and Masters; also Davidson #241, #251 and #233. Filing capacity from 50 to 1000 units. MIM-E-O has 250 Distributors from coast to coast to help you with your Stencil or Offset filing problems.

EASY TO FILE
Just slip top edge up and under patented MIM-E-O Spring Clips.



SAVE SPACE
Each hanger holds two Stencils, Negatives or masters.

EASY TO FIND
MIM-E-O Angle Index tabs instantly locate Stencil, Negative or Master.

Write Today for FREE Illustrated Brochure!

MIM-E-O STENCIL FILES CO.

1219-21 W. Chestnut St. • Chicago 22, Ill.

For More Information Circle No. 224

have you looked here...

in your search for "office efficiency"?

supply your typists with

Pres-To-Line

WORLD'S FINEST COPYHOLDER

and watch typing costs go down!

The fact that Pres-To-Line Copyholders are now being used by most of the nation's largest commercial and industrial organizations, as well as by many Gov't agencies, is an indication of the role these amazing machines play in modern office efficiency. Time and motion studies prove that Pres-To-Line improves typing speed and efficiency up to 50%, resulting in an average saving of 23% of typing costs!

PRES-TO-LINE is the **only** fully adjustable copyholder in the world . . . holds flat sheets or bulky material . . . actually earns its own cost and continues to save after it pays for itself.

GET THE FACTS!

PRES-TO-LINE CORP. OF AMERICA
2339 Cotner Avenue, Dept. 134
Los Angeles, California

Please send me complete Pres-To-Line Literature and name of local distributor.

Name_____

Office Address_____

City_____

State_____

For More Information Circle No. 223

CHAIR CATALOG

Milwaukee Chair Co., 101 N. Campbell Ave., Chicago 12, Ill., has published a handsome new 40-page catalog showing their complete line of fine office chairs in models for every use. These include upholstered executive posture chairs in modern and period styles with matching arm and side chairs. There are chairs for board rooms and courts, clerical posture chairs, and all-wood models including the Bank of England type. Each chair is illustrated and description includes its dimensions. Write above address for a free copy of the catalog or **Circle No. 351.**

LARGE PLASTIC BINDINGS

Plastic Binding Corp., 732 Sherman St., Chicago 5, Ill., has developed Plastico Ovals, attractive oval-shaped Plastico bookbinding elements for extra-large diameter books. This enlarges capacity up to 1½" in thickness through the extended diameter of the oval. Plastico Ovals per-

mit increased space for imprinting on the backbone. In addition to other advantages, Plastico Ovals reduce the size of the "belly" on the front of the bound book. Wide back styles are available in any length or color in three widths, 1¼", 1⅜" and 1½" and should be specified when the book diameter exceeds 1⅛". In the narrow back styles larger than ¾" in width, Plastico Ovals are available in ⅞" and 1" diameters. Plastic bound catalogs,

NEW EDITION

Still Only

$1

CUT
Record-Keeping
COSTS

This "Bible" of Record-Keeping shows how to

1. Save 200% to 300% on record forms
2. Increase accuracy of reports **3.** Produce reports faster

Previous editions were sellouts. And now, still only $1.00, this new, enlarged, 4-color, 160-page catalog shows over 500 forms that you can get at your National stationer's.

It illustrates simple record-keeping forms . . . complete accounting systems . . . time keeping and payroll systems . . . visible systems . . . housings of all types. You save money over special forms. Need less inventory. Can use standard housings. Get your copy from your National Stationer . . . or clip dollar bill to coupon and mail to us.

Invaluable in

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NATIONAL

National Blank Book COMPANY
811 Water St., Holyoke, Mass.

Please send me NEW RECORDS CATALOG.
Dollar is enclosed.

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Company.....
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City & State.....

For More Information Circle No. 120

kitten quiet

It's ADDO-X's precision manufacture that reduces operational noise to a whisper. With new fast action,* fingers literally dance across the keys. The STEP-O-MATIC lever offers calculator performance at adding machine cost when multiplying. Write today for literature †.

*At 175 r.p.m.

†Also on our NEW two register machine.

ADDO MACHINE COMPANY, INC.
145 WEST 57TH STREET, NEW YORK 19, N. Y., CIRCLE 5-6940

WEST COAST BRANCH
WESTERN ADDO MACHINE CORP., 2921 BEVERLY BLVD.
LOS ANGELES, CALIFORNIA, TEL: DUNKIRK 5-2267

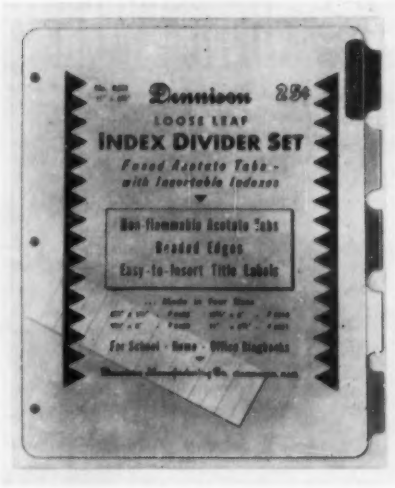
For further details mail this advertisement with your letterhead.

For More Information Circle No. 149

brochures, price books, presentations and other literature look smart and open flat to any page. Featuring exclusive Arch Design for added beauty and strength, Plastico Bindings are inserted through sheets punched on ½" centers. For complete information and price schedules, write above or **Circle No. 361.**

INDEX DIVIDER SETS

Dennison Mfg. Co., Framingham, Mass., makes Index Divider Sets of strong, buff ledger stock containing non-flammable transparent acetate tabs with beaded edges which allow easy insertion of the title labels. (A set of blank labels is furnished with each set of dividers). The tabs are fused to the divider sheets to provide permanent adhesion and long wear. Divider sheets are punched for loose leaf books. Five assorted color tabs in five positions allow a completely indexed five-subject notebook to be arranged by inserting one set of divider sheets in the required positions. Each set



is in a printed, pre-priced, transparent envelope that allows easy inspection and provides protection from dust and handling damage. Dennison Index Di-

NEW • FASTER • EASIER • Automatic!

Destroys Old Papers and Records with No Hand Feeding

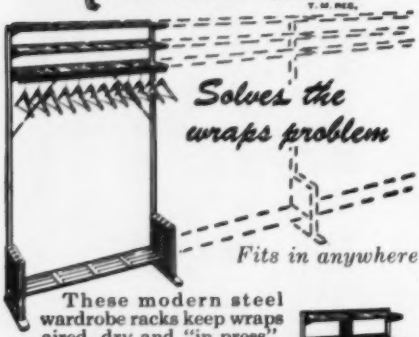
The new "SILVER EXECUTIVE AUTOMATIC" Paper Shredder is the first stack feed machine . . . feeds itself automatically! Shreds confidential papers, records, time cards into 1/4" strips—in seconds. Machine is a typewriter-size, portable desk model with full 1/2 HP motor. Safe, easy to operate. Many sizes. Write today for details of 10-DAY FREE TRIAL.

INDUSTRIAL SHREDDER & CUTTER CO.
103 MILL STREET • • SALEM, OHIO

For More Information Circle No. 215

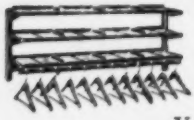
The OFFICE VALET

T. M. REG.



These modern steel wardrobe racks keep wraps aired, dry and "in press". End crowding of coats and hats in damp lockers or cabinets. Save floor space too—provide ventilated hat space, coat hanger (spaced apart from all others), built-in umbrella stand and overshoe shelf for 3 persons per sq. ft. 4 ft. No. 3-U rack (above) accommodates 12; No. S-6 costumer (right) accommodates 6. Single or double (back-to-back) units in lengths to fit any available space. Strongly welded, heavy gauge furniture steel; baked enamel finish—modern office colors. Standard in offices, factories, schools, churches, clubs, restaurants and institutions.

No. S-6
for private or small office.



NO. 342
VALET WALL RACK
(capacity 12)

Valet Wall Racks come in any length of 2 ft. or longer. They mount directly on any wall—at any height from floor. Give closets and wardrobe cabinets checkroom efficiency. Make ideal wardrobe accommodations for offices, factories, show rooms, restaurants, dressing rooms and in-plant cafeterias, conference rooms etc. . . are even finding their way into home closets.

Write for Bulletin OV-10

VOGEL-PETERSON CO.
"THE COAT RACK PEOPLE"
1121 West 37th Street • Chicago 9, Illinois

For More Information Circle No. 222

vider Sets are available in sizes 8½"x5½" (number 8508) and 9½"x6" (number 8509) with 1¼" tabs; 10½"x8" (number 8510) and 11"x8½" (number 8511) with 1½" tabs. All sets are packaged one size in a carton. **For More Information Circle No. 322.**

BANK BOOKKEEPING MACHINE

National Cash Register Co., Dayton 9, Ohio, unveiled the National Postronic, especially designed for banks. By picking up electronically, rather than manually, data previously recorded, it enables banks to establish a degree of accuracy in checking-account bookkeeping which heretofore could be realized only through time-consuming and costly duplication of effort. The Postronic electronically verifies the proper depositor account selection, picks up and verifies the depositor's old account balance, decides if the account balance is a positive balance or an overdraft and handles it accordingly. It also picks up and verifies the check count, and aligns the accounting form to the next proper posting line. These and several other functions eliminate many manual operations now required. The machine actually serves as an infallible auditor of many bookkeeping entries made by its operator. It prints these entries simultaneously on the bank depositor's state-

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For More Information
Circle No. 331

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***MORE ECONOMICAL** because it lasts longer . . . proves you're a smart buyer 100,000 times.

***PUMP ACTION** assures uniform inking.

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Firm _____

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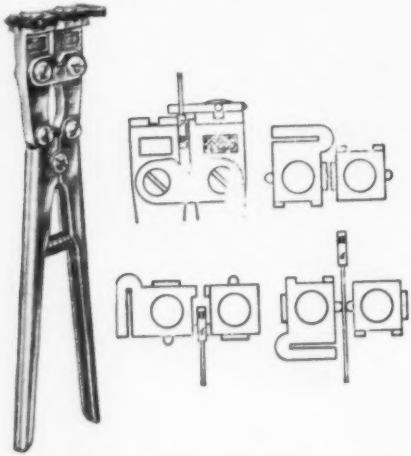
For More Information Circle No. 217

ment, ledger and journal. Should the operator not select the right depositor's statement, or accidentally commit any of several other possible errors in preparing the statement, the machine immediately signals this fact and refuses to operate further until the mistake has been corrected. At other times during the month's posting operations, it electronically picks up and verifies trial balance amounts and picks up and verifies account balances during transfer to the next month's statement. Regular production of Postronic machines will begin next year. **For More Information Circle No. 319.**

ALIGNING PLIERS

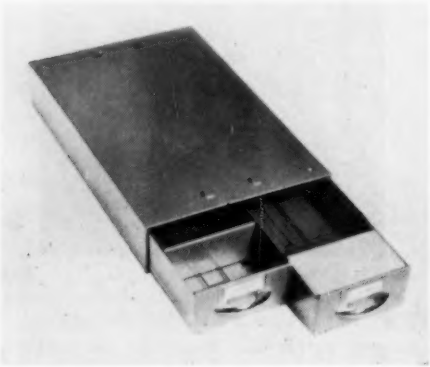
Wilhelm Dreusicke & Co. K. G., Lutzowstr. 3, Berlin W. 35, Germany, makers of office machines parts, Union steel type and special tools, has developed the Universal Aligning Pliers with four different functions: side aligning, type cutting, ball



nose adjusting, wire cutting. The jaws can be adjusted in any desired position without removing them from the pliers. An especially handy tool for outdoor mechanics. The illustrations show the jaws' position for the four functions. Further details and prices will be furnished by the manufacturers on request. **For More Information Circle No. 360.**

TAB CARD FILES

Systems Div., Diebold, Inc., 818 Mulberry Road, S.E., Canton 2, Ohio, makes a deluxe line of steel files featuring four operating improvements for handling active and master-deck tab cards. Positive compressors of exclusive Diebold design hold cards flat and keep them in perfect shape for use in sorting machines. (While not recommended as standard practice, compressors can be adjusted to hold cards so tightly that they will not fall out if drawer is inverted.) Chrome finished solid handles provide positive grips for handling drawers safely, and harmonize with standard chroma-gray and olive finishes.



Nylon bearings assure smooth, bind-free drawer operation for a lifetime of active use. No lubrication is needed. Nylon can't rust and resists wear indefinitely. A comfortable easy-grip carry-bar at rear makes it easy to transport loaded drawers without spilling cards. Diebold nylon-glide files feature complete flexibility for meeting changing conditions; can be expanded easily, vertically or horizontally, by adding standard 2-drawer units as needed. In addition to their low cost, Diebold tab card files also reduce space requirements. Rigid batteries are formed by locking cases together vertically, side-to-side and back-to-back. No tools are needed. Horizontal tie-links and vertical locking-keys are inserted as files are stacked. Fabricated from reinforced heavy gauge steel, loaded files can be

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Whenever you wish to mark finished products, raw materials, parts, bins, or shipping cases, ten to one you'll find the right ink for the job in Carter's broad line of special marking inks.

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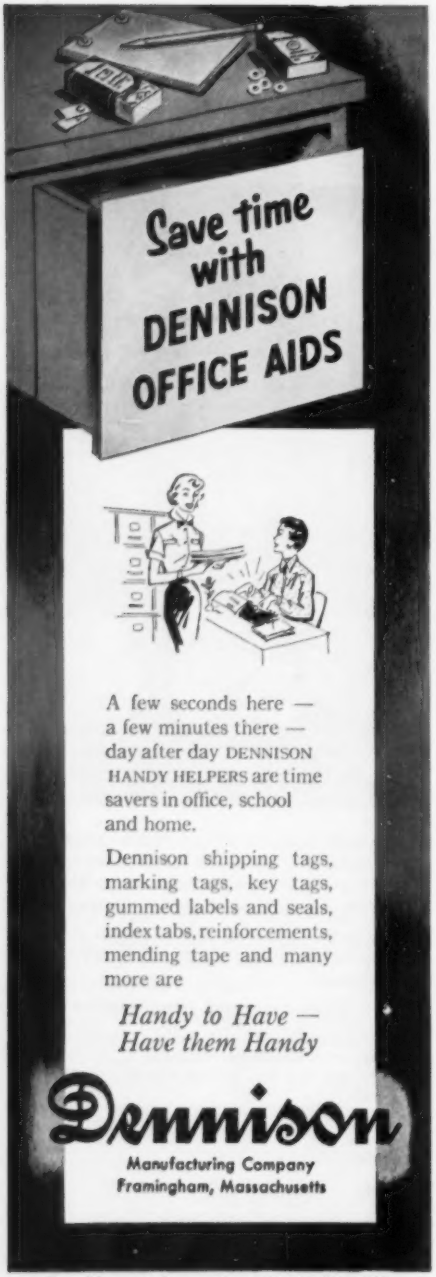
For More Information Circle No. 216

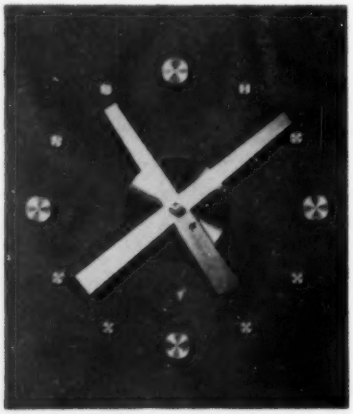


For More Information Circle No. 218

stacked ceiling high without causing drawer-bind. **For More Information Circle No. 342.**

CLOCK

M & M Industries, Box 91, South Milwaukee, Wis., announces the H-Lite clock combining circles and right angles in an interesting design. It is 10½" x 12½" with soft sandalwood finish on textured



material, highlighted by the lustrous aluminum hands and numeral-points. Clock is powered by heavy duty self-starting motor and available for surface or recessed mounting. **For More Information Circle No. 364.**

OFFSET PLATE PACKAGE

Colitho Division of Columbia Ribbon & Carbon Mfg. Co., Glen Cove, N. Y., has developed a special package for Colitho Direct Image Paper Plates for use with xerographic equipment. Previously, moisture trapped inside the box during the packaging operation had a marked effect on the reproduction qualities of the plate. They now claim that this situation has been met successfully by a special three section polyethylene lined box. The design provides an extra cover or triple seal to protect the contents. Built into the bottom box section are two compartments which hold a silica-gel container. The silica-gel absorbs any moisture which

safe, small equipment investment pays big dividends

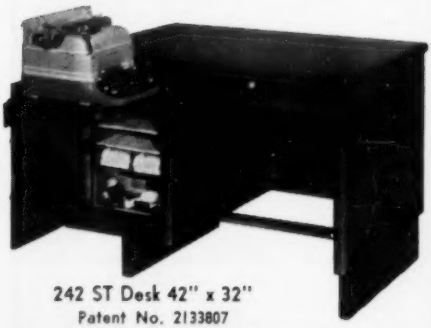
speed work...
cut congestion...
provide for emergency

with **WHEELER**
SOUND POWERED
Electric
TELEPHONES AND INTERCOM SYSTEMS

- NO BATTERIES. • No outside power.
- ALWAYS READY IN EMERGENCY.
- Easily installed anywhere.

ASK ABOUT NEW EXECUTIVE-TYPE CRADLE PHONE
THE **WHEELER** INSULATED WIRE CO., INC.
Division of Sperry Rand Corporation
1106 East Aurora St., Waterbury 20, Conn.
For More Information Circle No. 185

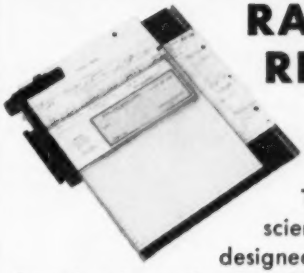
SPACE SAVER
secra-type
by WORDEN of HOLLAND



242 ST Desk 42" x 32"
Patent No. 2133807
WRITE FOR CATALOG AND DETAILS

the **WORDEN** *company*
HOLLAND MICHIGAN
For More Information Circle No. 186

REVOLUTIONARY RAPID RITER



The most scientifically designed writing board on the market. Standard forms for Payroll, Accounts Receivable, Accounts Payable. Useful for other applications.

Write for brochure, sample forms, and dealer information.

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For More Information Circle No. 187

MEMO

Bill:
When we move to the new building, I'm counting on you to see that we have an adequate installation of APSCO pencil sharpeners. Get plenty of APSCO staplers, too...
JB

Apsco-America's Choice! office

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VERSATILE DUPLICATING KIT

with a hundred uses!

PRE-ADDRESSES ENVELOPES FOR REPEAT USE—Time saving way to address envelopes to dealers, salesmen and other regular correspondents.

IMPRINTS PRICE CORRECTIONS, COPY CHANGES or dealer's name and address on catalog sheets, advertising folders or company forms. An easy method of keeping catalog and advertising material up-to-date.

IDENTIFIES PERSONAL PROPERTY PERMANENTLY in office or home on any kind of material. A practical way to keep track of all personal items for yourself and family, such as clothing, sporting equipment, books, garden equipment, etc.

● You'll find an unlimited number of uses in both office and home for this handy marking kit that includes applicator, plastic bottle of permanent ink and 50 STEN-C-LABLS with printing area of 1x3½ inches each. The sharp, clean reproduction obtained is completely permanent, will not wash off. Pays for itself in time saved and in property retained.

ORDER YOURS TODAY! Send check or money order. Only $5.00 complete postpaid. Your money back if not fully satisfied.

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For More Information Circle No. 391

"Paper Punches Every Office Needs!"

CLIX
3-HOLE PAPER PUNCH

Simplest, surest paper punch made. Punches all 3 holes for 3-ring binder sheets at a single squeeze. No adjustments to make, no gauges to set, no places to mark. Insert sheets and squeeze! Weighs less than 16 ounces; fits brief case or desk drawer. $4.00 list.

MODEL 3 . . Punches 3 holes ¼" dia., spaced 4¼" on centers, ¼" from back binding edge — standard spacing 11" x 8½" sheets.

CLIX
1-HOLE PAPER PUNCH

Personal paper punch for individuals, home, office and industry. Light pressure of thumb punches clean ¼" hole instantly in paper, light cardboard, etc. Ideal for punching tickets, tags, restaurant checks. 24 in counter display carton. 60 cent list.

MODEL 100 . . . Punches ¼" hole, ¼" from binding edge.

Clix PAPER PUNCH

Order from your Stationer or Office Supply Dealer

NEW ENGLAND PAPER PUNCH CO., NATICK, MASSACHUSETTS

WESTERN REP.—HARRY HENKEL ASSOC., 1355 MARKET ST., SAN FRANCISCO

For More Information Circle No. 392

might enter the plates during processing and packaging. The third cover is then sealed on all four sides for added pro-

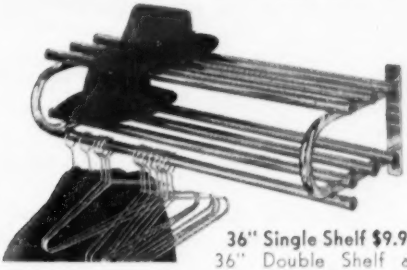
tection and to assure that the plates will reach the user with a minimum of moisture. **For More Information Circle No. 339.**

WASTEBASKETS

Wooster Rubber Co., Wooster, Ohio, makes two heavy duty Rubbermaid waste-

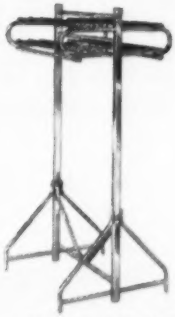
baskets which are rustproof, noiseless, unbreakable and sanitary. The smaller, 11½" x 8" x 12", comes in gray, tan, pink,

COAT and HAT RACKS
STORE MORE GARMENTS IN LESS SPACE. 6-8 per foot.
Mirror like chrome 1" tubular steel.



36" Single Shelf $9.95
36" Double Shelf as shown $14.95
Single or double shelves, 2'-3'-4' and 5' lengths.

FLOOR STANDS



36" Double Shelf $39.95 36" Island $55.95
2" Hooded double row oilless ball bearing casters may be had on floor models for $5.00.
Ask your dealer or write us direct.

Precision Mfg. Co. 831 Chicago Ave. Evanston, Ill.

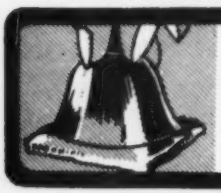
For More Information Circle No. 230

Typewriter
TOOLS
Illustrated price list on request

•

ROY B. LEE
Box 7015, Roseville Station
Newark 7, N. J.
For More Information Circle No. 231

pulls the dirt out of typewriter type rather than washing it into the machine



Flatten the putty by pressing very firmly.

Press it on all of the type. Do not rub.

Fold the putty upward to original pyramid shape.

NO MESSY LIQUIDS to remove nail polish, spot or spatter clothes.

NO HARMFUL FUMES to cause headaches or colds.

To make neat erasures—just touch the word to be erased, Bud will absorb the surplus ink. Then erase and there will be no smear.

Retails for 50¢ each

Dealers—write for sample and cost

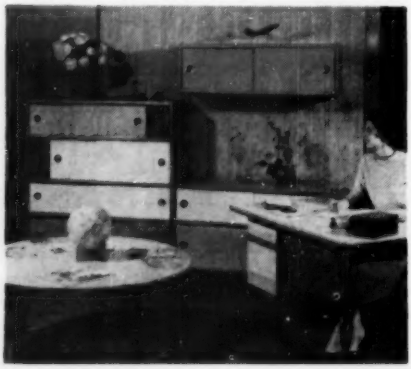
BUD TYPE CLEANER
P. O. BOX 4644
BALTIMORE 12, MARYLAND

For More Information Circle No. 214

yellow and white. The larger, 14¼" x 10½" x 15", is made in gray and tan. York Research Corp., following flammability tests, has recommended Rubbermaid wastebaskets. **For More Information Circle No. 355.**

INTERCHANGEABLE CABINETS

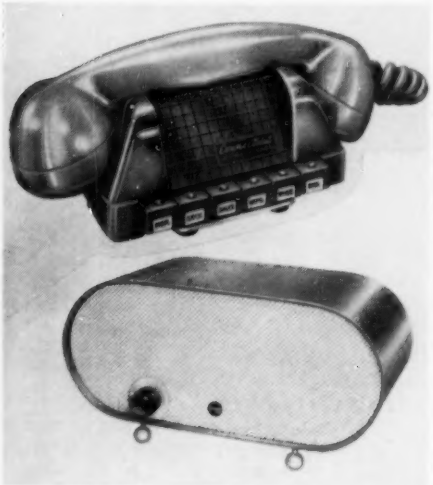
Brunswick-Balke-Collender Co., 623 S. Wabash Ave., Chicago 5, Ill., makes a colorful, functional line of storage cabinets designed on the basis of interchangeable parts so they can be easily rearranged into thousands of combinations. In tastefully selected colors that are conducive to good work habits. In bringing scientifically selected color to the office, Brunswick designers seek to add a refreshing impact to the business process.



All cabinets have a sage gray finish except for hardboard sliding doors which are finished in coral, blue and yellow pastel shades. Standard dimensions, parts and finishes make the cabinet parts interchangeable and allow a variety of uses Besides their basic storage function, they may be used as room dividers, mobile cabinets and supplementary work surfaces. With the use of only a Phillips screwdriver, the cabinets can be assembled into a variety of good storage and shelving arrangements. The Brunswick cabinets are designed to offer a simplicity of assembly with the widest variety of function. **For More Information Circle No. 315.**

INTERCOM TELEPHONE

Connecticut Telephone & Electric Corp., 70 Britannia St., Meriden, Conn., makes the Direct-A-Call low-cost, 2-to-10 station inter-office telephone system which operates from a regular electrical outlet and uses no batteries or tubes. It can be used either on top of or mounted on the side of a desk without alterations of any kind. Direct-A-Call, occupying only a 4" x 6" space, allows quiet, person-to-person inter-office conversations and informal office conferences. It saves continuous monthly rental costs for extension telephones, and frees regular phones for customer use.



Molded of impact-resisting, light gray thermoplastic in a modern design, and the purchaser can install it himself. The compact power supply, measuring 3 1/16" high, 4⅝" long by 3 5/16" wide, is simply plugged into any 110-volt outlet. Color-coded wires leading from the power supply are attached to the telephones at their desired location. There are no soldered connections to make, the only tool needed is a screwdriver. In a typical five phone installation, four push buttons on each phone buzz each of the other four stations separately. There can be up to ten phones. **For More Information Circle No. 359.**

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For More Information Circle No. 220

NEWS of the Office

SPAA Attendance Sets Record

Over 1,200 registrants at the 8th International Systems Meeting in Detroit, Oct. 10-12, set a new high for the Systems & Procedures Assn. of America, of which this annual meeting is the highlight. General talks and informal seminars were well attended, illustrated and informative, but the striking new feature of in-plant seminars at Ford Motor Co., Argus Camera, City of Detroit offices, and many other of the great establishments in the Detroit area received the most favorable comment. These provided an opportunity to study progressive systems and procedures on the spot. Manufacturers' exhibits offered the latest in electronic processing equipment plus a representative range of forms and accessories. The 1956 International Systems Meeting will be held Oct. 22-24, Bellevue-Stratford Hotel, Philadelphia. Information on this next meeting can be had from general chairman, Joseph A. MacQueen, Alan Wood Steel Co., Conshohocken, Pa.

NABAC Officers

Robert F. Goodwin

Robert F. Goodwin, controller, Wachovia Bank & Trust Co., Winston-Salem, N. C., was elected president of the National Assn. of Bank Auditors & Controllers during the association's 31st annual convention in Denver. Edward F. James, treasurer, Fidelity-Philadelphia Trust Co., Philadelphia, was elected 1st vice president, and Steve H. Bomar, vice president and treasurer, Trust Co. of Georgia, Atlanta, was elected 2nd vice president. Delegates voted unanimously to amend the by-laws and combine the positions of secretary and treasurer. Franklin D. Price, controller, First National Bank, Dallas, who was elected treasurer last year, was elected to the new post of secretary-treasurer.

Measurement Conference

"There has never been a conference held in the U. S. like the Measurement of Management Conference of the Society for Advancement of Management," states Frank F. Bradshaw, president, Richardson, Bellows, Henry & Co. and president of the society, in announcing a conference on business and industrial measurement systems to be held Nov. 3-4, at the Statler Hotel, New York. Management authorities will discuss what measurements of business functions top managements are developing. A copy of the program can be had from Hugh C. Wyland, conference director, Society for Advancement of Management, 74 Fifth Ave., New York 11.

Pittsburgh Business Show

The Pittsburgh Business Show, sponsored by the Pittsburgh Chapter of National Assn. of Cost Accountants, Office Management Assn. of Pittsburgh, and Office Equipment Sales Managers Assn. of Pittsburgh, will be held Nov. 28-30 at the William Penn Hotel. Chairman William M. Walsh expects 12,000 to visit the 60 exhibits.

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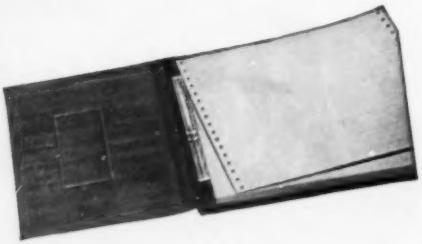

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The BFC Accopress Binder

Makes your file binders into a library of neatly bound and titled books. Similar to the famous BF standard Accopress Binder but equipped with an adjustable, expandable (up to 6″) back flap to provide a tight, flat indexing surface regardless of the thickness of the contents of the binder. Economical, and ideal for binding all papers.

The Accopress Pin Prong Binder

For binding the marginal prepunched sheets used in many office machines. Available in many sizes in a choice of genuine pressboard or heavy binder board covered with canvas or black pebble grain cloth. The binder—for temporary or permanent file use—is equipped with an Acco Fastener having very narrow prongs. An indispensable aid to orderly, safe filing of business machine forms.

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For More Information Circle No. 119

Temporary Clerical Help

Russell Kelly, president, Russell Kelly Office Service, Free Press Bldg., Detroit 3, announced that their temporary employment service offices have been opened in 36 cities. By years-end it is expected that 60 offices will be operating from coast-to-coast. Kelly offices offer local employers, large or small, any type of office help, as many or as few as are needed, for any length of time. Competence and dependability are guaranteed

Russell Kelly

Thomas K. Graham

since Kelly Girls are tested, insured and bonded by the service firm. The employer is charged an established standard rate and Kelly pays the help, eliminating payroll problems at a time when workloads are high. Russell Kelly Office Service, founded in 1945, is the country's largest service exclusively supplying white collar girls to offices. "Employers needn't bother with time-consuming interviews, complicated screening or hiring procedures since this is part of the Kelly service," states Thomas K. Graham, national sales manager.

Growth of AIIE

The American Institute of Industrial Engineers, organized seven years ago, now has 48 senior chapters and 25 student chapters, it was announced by E. L. Slagle, national president. Non-members can attend meetings of the largest chapter (Metropolitan New York) in the NCR Auditorium at 5 Rockefeller Plaza for an admission charge of 50 cents. Dr. Alex W. Rathe of New York University is president of the N.Y. Chapter.

Hughes Is Reelected

J. McCall Hughes, vice president and controller, Mutual of New York, was reelected president of Controllership Foundation, Inc., research arm of Controllers Institute of America. Arthur L. Boschen, vice president and controller, Vick Chemical Co., is a vice president of the foundation. Harold A. Ketchum, vice president and controller, Fasco Industries, Inc., was reelected a vice president. J. Howard White, financial vice president, Shell Oil Co., was elected treasurer. Paul Haase, administrative director of the foundation, continues as secretary. He is also managing director of the institute.

Another Male CPS

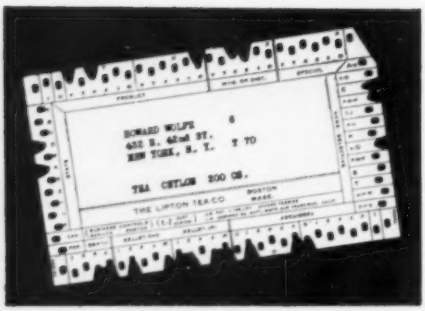
A new national total of 772 Certified Professional Secretaries was announced by National Secretaries Assn. (International) when 190 passed the fifth annual CPS examination. One man was among them, bringing the total of male CPS holders in the country to three. The next examination will be held May 4-5, 1956. Deadline for applications is Dec. 15. Information from National Secretaries Assn., 25 East 12th St., Kansas City 6, Mo.

Kemper Reviews Forms

The Kemper group of insurance companies has a new procedures department and its forms review has begun to pay off. A redesigned inter-office memo saves six keystrokes and three tab stops for an estimated $3000 yearly savings. Combining three writing operations on a boiler insurance policy, by using carbon-interleaved sets, will save $10,000 a year. The companies, which use 8000 different forms, are substituting snapout and continuous forms for the old single sheets.

TSA's 25th Anniversary

Transcription Supervisors Assn. of New York will hold a 25th anniversary meeting at the Hotel Commodore, Nov. 15. Dr.



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For More Information Circle No. 238

Marguerite J. Fisher, past president, Business & Professional Women's Clubs of New York State, will be guest speaker, according to Caroline Slocum and Mary Berendes, co-chairmen. Helen Herslow will be toastmistress. TSA now has 165 active members.

NOMA West Coast Conference

New machines and systems will be revealed when the San Francisco chapter of National Office Management Assn. holds a three-day exhibit and conference Nov. 7-9 in the Sheraton-Palace Hotel, San Francisco. The exposition will attract NOMA members from chapters throughout California, Hawaii and Arizona. The show also will be open to the general public. Conference theme is, "Practical Office Management."

Electronic Reservation Network

Another step toward a coast-to-coast electronics network to handle all types of passenger reservations was announced by Teleregister Corp., Stamford, Conn., a subsidiary of Ogden Corp. The Atchison, Topeka & Santa Fe Railway will install Teleregister's electronic reservation control equipment. The New Haven and New York Central also will adopt the Magnetronic Reservisor unit.

Cleveland Records Group

The Records Management Assn. of Cleveland elected the following officers: Thomas F. Henzey, Cleveland Electric Illuminating Co., chairman; Sylvia Marsh, American Greetings Corp., secretary; Paul W. Harper, Record Files Inc., program chairman; Irene McKay, Ohio Bell Telephone Co., treasurer.

Kimball Controller

Willard K. Tarrant has been appointed controller of A. Kimball Co., consultants in marking systems and manufacturers of marking equipment, with general offices at 444 Fourth Ave., New York.

National Conference & Exhibit Calendar

National Business Forms Associates, Edgewater Gulf Hotel, Edgewater Park, Miss., Oct. 28-Nov. 3.

Measurement of Management, Society for Advancement of Management, Statler Hotel, New York, Nov. 3-4.

Controllers Institute of America, Statler Hotel, Los Angeles, Nov. 6-9.

American Society for Personnel Administration, Conrad Hilton Hotel, Chicago, Nov. 7-9.

Eastern Joint Computer Conference, Statler Hotel, Boston, Nov. 7-9.

Industrial Management Society Time and Motion Clinic, Sherman Hotel, Chicago, Nov. 9-11.

Electronic Systems Conference, National Machine Accountants Assn., Statler Hotel, Los Angeles, Nov. 10-11.

Automation for Senior Officers, University of Chicago, Shoreland Hotel, Chicago, Nov. 14-15.

Railway Systems & Procedure Assn., Morrison Hotel, Chicago, Dec. 6-8.

American Statistical Assn., Biltmore Hotel, New York, Dec. 27-30.

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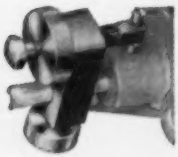

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Ideal for business and personal use • Perforates and imbeds the exact figures in indelible ink into the fibres of the check • Prints figures in RED and symbols in BLACK • Assures protection equal to machines sold at ten times its price • Approved by banks • Comes in beautiful wallet type case • A perfect Xmas gift.

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Short-Term Hiring Doesn't Pay

BUSINESSES are losing millions of dollars a year as a result of antiquated "horse & buggy" employee hiring methods, according to Elmer Winter, president, Manpower, Inc. "Too many firms impulsively hire extra personnel when peakloads develop but disregard the 'hidden' costs sustained when a slack period occurs and the employees are discharged," Mr. Winter declared. He pointed out that many businesses also dissipate a great deal of money by hiring merely to fill an immediate vacancy rather than using a temporary help service until the person meeting all desired qualifications can be obtained.

"The costs of hiring and training a new employee are fantastic," Mr. Winter said. "A recent study dealing with the hiring costs for many office jobs shows that more than $5,000 is invested in a new employee during her first year. Compilations reveal that an average of $218 is spent to recruit the new employee, $141 for screening, $34 for psychological testing, $1,019 for training, $1,521 in actually 'unearned' pay, and $2,496 in errors and failures. This makes a grand total of $5,429.

"Many supervisors underestimate the time and cost involved in training new workers. Yet, reliable personnel studies indicate that the clerical employee spends approximately 50 hours of nonproductive training time and the supervisor ten hours in training the employee," Mr. Winter stated.

He emphasized that although normal costs of recruiting, selection, hiring, and training are staggering, the high costs of production losses and overtime work caused by turnover are of even greater importance.

"For efficiency's sake if not for financial reasons, the executive cannot afford to overlook the high costs of employee turnover. He should not minimize the production lag resulting

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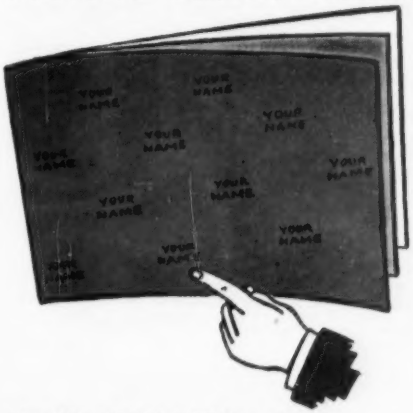

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Send us a sample of your imprint—a rough sketch will do—for quotations.

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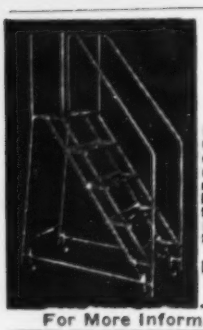

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For Filing Rooms, Stock Rooms, Vaults. Strong—Easy to Move, Easy to Climb.
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Now you can offer your customers the new "Typex", the modern type cleaning device, with interchangeable adhesive refills. Keeps type sparkling clean. Works fast. Write for free folder at once.
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from the disruption of work caused by the coming and going of employees, the problems arising when employees leave without notice, and customers' complaints."

"Many businesses also fail to take into consideration the appreciable lag between the time an employee leaves and a qualified replacement is hired. Studies indicate that it requires an average of 11 days to fill even a maintenance or general labor job."

Mr. Winter also pointed out that because unemployment compensation taxes vary with the number of discharges, it is to the employer's advantage to keep his turnover low. "More and more firms are discovering the financial advantages of using a service bureau for work formerly performed by temporary employees, thus eliminating costly turnover expenditures. It's this recognition that has fostered the growth of Manpower, Inc., to become in eight years the world's largest complete business service with 55 offices across the nation."

Need Rental Ruling

THE TREND away from rentals, in favor of outright purchases of machines and equipment, has been given added impetus by recent rulings of the Internal Revenue Service, according to David L. Salinger, director of the industrial division of Walter E. Heller & Co., Chicago, a firm which deals exclusively in industrial and commercial financing. He said the government is endeavoring to be helpful and to clarify a situation that has long been unsatisfactory. "However," he said, "the rulings do not completely remedy the condition and further correction is imperative."

He pointed out, for example, that Internal Revenue will presumably not allow as a tax deductible expense an amount that is considered higher than a "fair rental." "How do you determine what is a fair rental value?" Mr. Sal-

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Smooth finished, durable metal construction—celluloid window protects and keeps label clean. Neat uniform appearance—lasts indefinitely.
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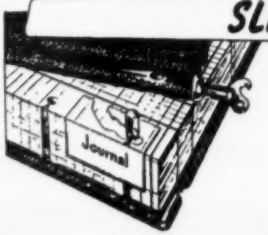

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PBS—½" x 2½" ....$0.20 each
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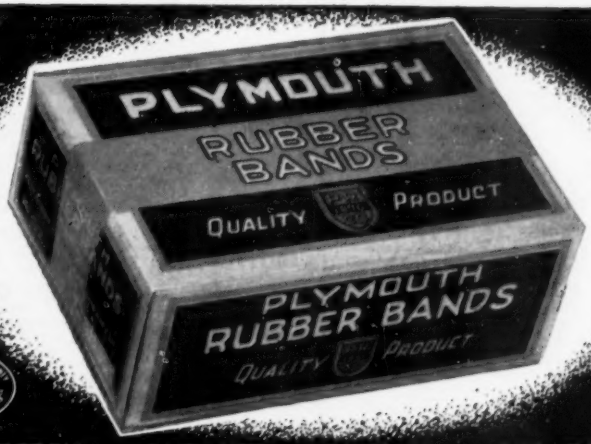

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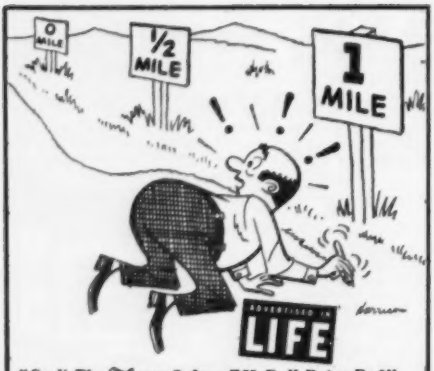

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inger asked. He said that the government's new listing of what is and what is not acceptable as tax deductible items is a "great aid," but we need a practical way of arriving at the government's conceptions of fair market value, fair rental value, and fair rental renewal rates, if parties to a lease can intelligently comply with the rulings.

He suggested that companies and organizations file briefs with Internal Revenue "to assist that body in its effort to provide industry with fair and workable leasing criteria." Pointing out that his company handles both leases and sales of machinery and can view the situation "dispassionately," he said there has been "a trend in the various industrial fields toward undisguised purchase and away from renting or leasing of heavy equipment."

Under currently favorable depreciation allowances, there is less tax advantage in reporting rent paid rather than capital depreciation. The new rulings have further lessened the attractiveness of rentals.

"The trend toward purchases has been accelerated and crystalized," he said, adding that most of these purchases are being handled "on the well-established and conventional deferred payment or installment basis." Mr. Salinger declared the rulings (55-540, 541, 542) also need clarification where they are found to work a hardship.

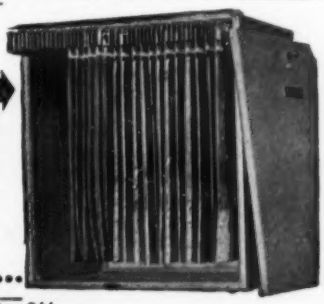
Sometimes it's impossible for the user to know at the outset whether he will or will not eventually need to own the equipment because of a temporary or special nature of the particular job. "This man should not be penalized, even unwittingly, and revenue rulings should take cognizance of such legitimate situations. No one can quarrel with the Internal Revenue Service for attempting to eliminate rentals as a tax dodge to get a faster write-off than with an undisguised purchase," the Heller official said, "but there are some instances in which rentals make sound economic sense."

READ-A-FILE KEEPS YOUR STENCILS AND OFFSET PLATES ALWAYS AT SEE LEVEL

The Read-A-File Cabinet is a protective file that keeps stencils and plates wrinkle-free. It permits full-length inspection and quick access to any one of up to 400 stencils or 200 plates. The hanger unit, with 50 clips, rides on ball bearings. Each clip is on its own rod and can be removed without disturbing the others. It's new and different.

DEALER INQUIRIES INVITED.

METAL SPECIALTIES, Incorporated
3547 Massachusetts Ave., Indianapolis 18, Ind.



For More Information Circle No. 244

LEADERS

and we mean SHIPMAN-WARD . . .

leaders in the office machine field since 1892! . . . and dealers know they can depend on SHIPMAN-WARD for the finest SUPPLIES in the office machine field . . . and SERVICE.

SHIPMAN-WARD MFG. CO. 320 West Ohio Street • Chicago 10, Illinois

For More Information Circle No. 245

NEWS of the Industry

NSOEA Convention

Ivan Allen, Jr.

The 1955 convention and exhibit of National Stationery & Office Equipment Assn., Oct. 1-5, as usual in Chicago, reflected again both the magnitude and the growing force of the industry. Almost 400 exhibitors occupied merchandise displays where many manufacturers undertook to show their new lines. The total registration was 10,432 including full registrations and those covering single day exhibit registrations.

Ivan Allen Jr., head of the well known Ivan Allen Co., Atlanta, who had been vice president of the distributors division, was elected president. Mr. Allen's father, an earlier NSOEA president, was on hand in Chicago and participated actively in the different functions.

Bennett Heads Borroughs

George Bennett

The board of directors of Borroughs Mfg. Co., Kalamazoo, Mich., a subsidiary of American Metal Products Co. of Detroit, announced the election of George Bennett as president and Tracy Call as treasurer and secretary. Mr. Bennett was formerly general manager, and Mr. Call former controller. Before joining Borroughs in January, George Bennett was assistant to the vice president in charge of production at American Metal Products Co. He had had wide experience in business administration and industrial engineering. Mr. Call has devoted his career to accounting and finance with General Electric Co., General Electric Supply Co., Ernst & Ernst and with Kalamazoo Paper Box Co. before joining Borroughs in 1950.

Smead Officers

The board of directors of Smead Mfg. Co., Hastings, Minn., and Logan, Ohio, announced the election of Mrs. Harold J. Hoffman as president of the company. Harold J. Hoffman, former president and general manager, passed away suddenly Aug. 10. Orvin A. Moen, who joined

Mrs. H. J. Hoffman

Orvin A. Moen

Smead in 1936 and who had been assistant to Harold Hoffman, was named general manager. Mr. Moen, who is widely known in the industry, was on the program of the 1955 regional NSOEA meetings. Mrs. Hoffman and the board announced that no further personnel changes are contemplated.

Todd Heads Hadley

Final arrangements were completed for acquisition of Charles R. Hadley Co., Los Angeles, as a wholly owned subsidiary of

A Sensationally New Development

the Klean Write PLIO-WELD* film stencil

The first and only film top stencil in the world with the film attached to the backs without any glue or other form of adhesives—the greatest improvement in stencils since we originated the film top stencils 25 years ago.

No muss or fuss . . . no more messy glue when removing film to make corrections . . . no sticking together of stencils in your file. And in addition . . . the film will never fall off the backs even when stored on your shelves for years.

Available in all colors and for all American and European duplicating machines, all in our world-famous Klean-Write quality stencils.

Absence of any glue facilitates handy filing after use. Film will not fall off the back even though stored for years.

Absence of any glue makes work easier and cleaner . . . corrections are made faster, with less trouble . . . no muss . . . no fuss.

Sounds wonderful!

Please send me full information on the Klean-Write Plio-Weld Film Stencil right away!

Signed.....

Address.....

City..... State.....

FRANKEL MANUFACTURING COMPANY

283 RIO GRANDE BLVD. • DENVER, COLORADO

*Pat. Pending

Established 1906

Nearly 50 years of manufacturing know-how

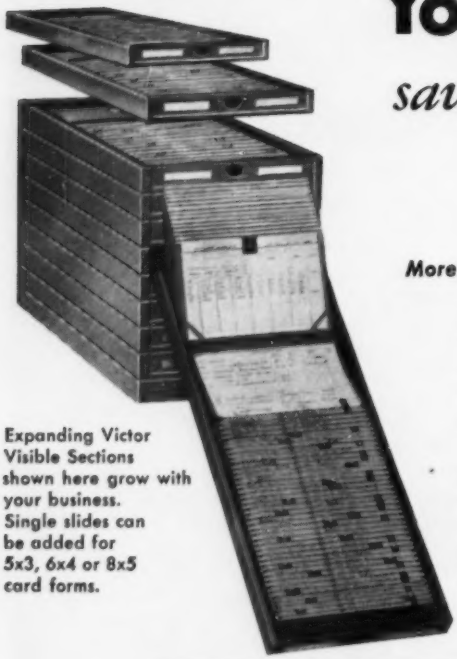
For More Information Circle No. 172

VICTOR VISIBLE *offers proof*

Better Control of Your Business

saves you time...

saves you money!



Expanding Victor Visible Sections shown here grow with your business. Single slides can be added for 5x3, 6x4 or 8x5 card forms.

More than twice as fast...

In actual tests, Victor Visible was more than twice as fast as the non-visible systems when it came to finding and filing time. It saved 33¾ minutes of every hour or 56% of the total working time.

Colored Victor Visible signals save costly executive time too, because they're easy to set – easy to see.

The record system you use is the money-saving secret. Victor Visible provides record efficiency in record time.

Here are 10 of the many spots in your business in which Victor Visible gives you more control... better control!

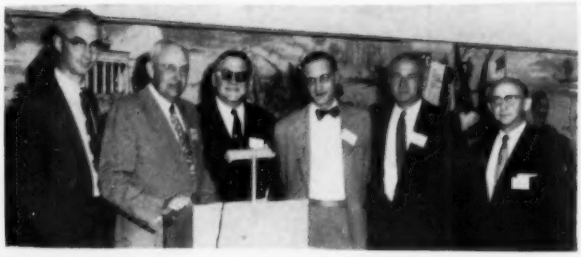
Sales Records	**Ledger Records**	**Production Records**
Stock Records	**Service Records**	**Prospect Records**
Credit Records	**Personnel Records**	**Payroll Records**
	Machine Records	

You can get full details without obligation:

See your Victor dealer or write to:

VICTOR SAFE & EQUIPMENT — *Remington Rand* DEALER SALES
DIVISION OF SPERRY RAND CORPORATION
315 FOURTH AVENUE · NEW YORK 10, N. Y.

For More Information Circle No. 150



Felt & Tarrant executives at a meeting of 50 southern Comptometer Dictation Machine distributors and dealers at Birmingham: Dick Drake, advertising manager; R. J. Koch, president; Chet Zahn, Birmingham distributor; M. A. Toussaint, general manager, Comptometer Dictation Div.; George G. Coupe, secretary-treasurer; Leslie G. Langille, sales manager, Comptometer Dictation Div.

Burroughs Corp. George L. Todd, president, Todd Co., another recently acquired Burroughs subsidiary, will become president of the west coast firm, replacing Ross Hadley who is retiring. Other Hadley officers who will continue in their present capacities are Robert R. Webb, executive vice president and general manager; J. Phillip Ellsworth, vice president of manufacturing; Allen E. Stimson, controller; William C. Johnson, sales manager, and E. Kenneth Logie, assistant sales manager.

Integrated Process Firm

Automation Management, Inc., Westboro, Mass., has been formed for the development and production of automatic offices and factories. William L. Alden, founder and president, stated that particular attention will be given to smaller industries which are unable to provide their own engineering departments for this work.

TelePrompTer Sales Manager

Robert M. Negley

Robert M. Negley is sales manager of newly formed Tel-Executive Division of Underwood Corp. He will supervise marketing a new portable speech-prompting device developed by Tele-PrompTer and acquired for exclusive distribution by Underwood. This marks the company's entry into audio-visual communications, according to J. D. Donovan, general sales manager, who made the announcement.

This window, decorated by Hans Andres of Stationer's Corp., Los Angeles, won first prize in the first-quarter part of Smead Mfg. Company's fourth Window Contest. It features the Smead Expanding Products line. First prize was a 10-day trip for two to Montreal and Nova Scotia.

a new idea in metal chair design

new *Swept-Back* styling

by *Milwaukee* METAL-LUX

M-7000 FBL
Side Chair
(Padded Seat)

M-3000 FBL
Side Chair
(Spring Seat)

This trim-lined ultra-modern metal chair group combines a streamlined design of unusual beauty with useful function (chair backs cannot scuff walls). An ideal chair for use in lobbies, reception rooms or offices. The armchair features deluxe spring seat construction and Tenite arm rests. Side chairs are available with spring or padded seat. Lifetime frame construction and flawless finish make these fine chairs virtually indestructible. The "Swept-Back" group is designed for large volume sales and profits. Write today for the full descriptive details.

there is nothing finer in metal

MILWAUKEE METAL FURNITURE COMPANY
101 N. Campbell Ave., Chicago 12, Illinois
For More Information Circle No. 275

Visirecord Vice President

Paul S. Nevin

Paul S. Nevin, general manager and treasurer, has been elected vice president of Visirecord, Inc. Before joining Visirecord, Mr. Nevin was the director of the Economic Cooperation Administration's Dollar Drive organization in Western Germany, director of the Joint Export-Import Agency in Bavaria, and director of the Economics Division of the U. S. High Commissioner's Office in the same area. He said that 1955 is another banner sales year for Visirecord, a pioneer in the field of vertical, visible record keeping systems. Continual research has been responsible for new products and yearly additions to the line. Landmarks for 1955 include an answer to the tape filing and record keeping needs for IDP systems. Visirecord's business offices are at 801 Second Ave., New York; general offices and plants at 54 Railroad Ave., Copaigue, N. Y.

Clary New Product Program

Joseph M. Klein

Appointment of Joseph M. Klein as assistant to the president to head a new product expansion program was announced by Hugh L. Clary, president of Clary Corp. Mr. Klein will be in charge of research and planning for acquiring new product lines, with particular emphasis on the extension of the company's activities into foreign countries. He returned to Clary after 1½ years in Mexico City where he was sales manager for office equipment with H. Steele y Cia. He started with Clary in 1948 as a salesman in the Phoenix, Ariz., branch, which

Mark of Best Values in Better Business Forms

BONNAR-VAWTER

INCORPORATED

delivers the finest in FANFORM

CARBINFOLD FORMS
SNAPAPART FORMS
TABULATING FORMS

....IMPRINTERS, BURSTERS, DECOLATORS, STUB REMOVERS

PLANNING SERVICE AND FACTORY:
1717 EAST 30TH STREET, CLEVELAND 14, OHIO

For More Information Circle No. 201

For Fast, Sure, Clean Sealing and Moistening... *Use the* PIKE "BETTER MOISTENER"

For sealing envelopes, sticking stamps and labels, put PIKE "Better Moisteners" in your mailing department and shipping room! They're self-cleaning—last for years. Broad weighted base prevents tipping. Feet are concealed and rubber-padded—no *scratching!*

Attractively color-styled with sparkling chrome cover.

Model 3A—Porcelain base. Black, gray or brown. List price $5.95. Model 3C—Cast iron base. Black or steel gray wrinkle finish. List price $6.35.

Both with 3" adjustable brushes. Extra brushes $1.50. Order from your stationery or office supply dealer, or write direct for illustrated literature.

Dealers' Inquiries Invited

E. W. PIKE & CO., INC. Elizabeth 2-0630
496 NORTH AVENUE • ELIZABETH, NEW JERSEY

For More Information Circle No. 202

TYPE CLEANING MADE EASIER

Typists and business machine operators want *Norta Plastic Type Cleaner —it's easy to use—no mess —no liquids to spill.

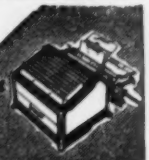
CLEANS
• Typewriters
• Billing Machines
• Adding Machines
• Addressing Plates
• Marking Devices, etc

*NORTA THE ORIGINAL PLASTIC TYPE CLEANER

Free sample sent upon request write to
NORTA DISTRIBUTING COMPANY
1165 Broadway, New York 1, N. Y.
For More Information Circle No. 279

Burroughs

Select Rough — Rebuilt



- BOOKKEEPING
- CALCULATING
- ACCOUNTING
- ADDING AND BILLING machines bought, sold, rented, repaired or reconditioned. Write for current prices.

ACME
ADDING MACHINE SERVICE & SALES CO. Since 1927
350 BROADWAY, NEW YORK 13, N. Y.
WO 4-1240 • cable: Hodgmach
For More Information Circle No. 280

3 PHONE PROBLEMS SOLVED—

1. *Safeguarding privacy.*
2. *Quieting the office.*
3. *Better hearing—noisy places.*

HUSH-A-PHONE
Model for all types of phones and dictating machines.
Write for Literature
HUSH-A-PHONE
65 Madison Ave.
Room 710
New York 16
For More Information Circle No. 281

FREE DIES AND PROOFS
GENUINE ENGRAVED LETTERHEADS $15.00 FOR 1000
Genuine ENGRAVED BUSINESS CARDS
500 $11 • 1000 $15
BUSINESS ANNOUNCEMENTS 500 ONLY $28
CLIP YOUR LETTERHEAD TO THIS AD... MAIL FOR FREE PROOF
MANUSCRIPT COVERS $3.00 FOR 100
DEWBERRY ENGRAVING CO.
807 SO. 20th ST., BIRMINGHAM 5, ALABAMA
For More Information Circle No. 282

he later managed. He was transferred to the main offices as director of sales training and was asssistant to the president from 1952 to 1954.

Dashew Appoints Kollie

Lee F. Kollie

Appointment of Lee F. Kollie as vice president in charge of systems development, was announced by Stanley A. Dashew, president, Dashew Business Machines, Inc. Mr. Kollie will preside over the newly created Dashew Systems Development Board whose primary function is development of systems and procedures applications for purchasers of Dashew products. As a recognized authority on integrated data processing systems, Mr. Kollie is expected to develop new efficiencies in control and identification procedures through integration of the new electronic Databosser with other office machines actuated by common language tapes and punched cards. Before joining Dashew he was president of Lee F. Kollie & Associates, systems and procedures consultants in St. Petersburg, Fla. He was associated for many years with Burroughs Corp. and also with Visirecord, Inc., and E-Z Sort Systems.

Obstfeld Heads Markwell

A. I. Obstfeld

Markwell Mfg. Co., New York, producers of staples, staplers, and other products, announced the election of A. I. Obstfeld as president, and the development of new progressive programs. Mort Newburg, formerly regional sales manager of Doeskin Pape Products, will be one of the key as sistants. The firm was established in 1919

HERE'S THE SECRET!

Firm sponge base distributes body weight, reduces strain and fatigue.

OF

–INCREASED EFFICIENCY
–REDUCED FATIGUE
–GREATER WORKING COMFORT

Foot Comfort Cushions pay for themselves wherever people must work standing. It really is no secret but just common sense that, by helping to relieve bodily strain and tensions, they enable users to work in greater comfort. Fatigue is reduced with a resulting increase in efficiency.

Foot Comfort Cushions have a firm molded sponge rubber base which cushions and distributes body weight. The surface is smooth, colorful, marbleized rubber tile lifetime-bonded to the sponge base. All edges are beveled for safety and appearance. Foot Comfort Cushions are available in 8 marbleized color combinations. Colors go clear through the tile and cannot wear off.

MATS: 18 x 30", 18 x 48", 24 x 36", 36 x 64"
RUNNERS: TO 36" width, any length.

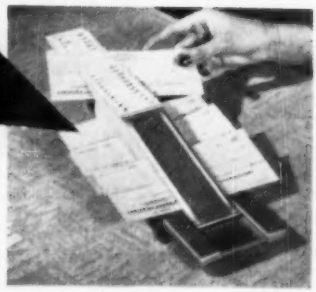
See your BANK OUTFITTER or OFFICE SUPPLY DEALER, or write: FLOORING DIV., Dept. C-11 for prices and literature.

The Hygienic Dental Manufacturing Co., Akron 8, Ohio, U.S.A.

For More Information Circle No. 229

SAVE TIME

with amfile® 4 WAY SORTER



For sorting before filing. Handles all types of office papers. Four separate uses . . . one side alphabetical and daily, the other side numerical and monthly.

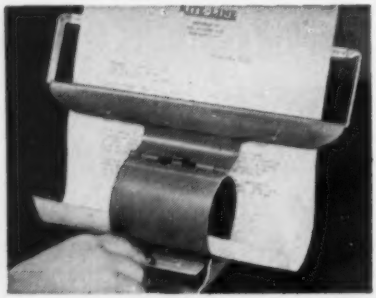
Light in weight but sturdy . . . hammertone aluminum finish . . . spring alloy leaves . . . rubber feet. Only 4 inches wide.

MODEL	SIZE	LENGTH	WEIGHT
L-31	Letters	28"	24 oz.
C-31	Checks, Cards	25"	18 oz.
C-21	Checks	16"	12 oz.

See your dealer or write for illustrated circular.

AMBERG FILE & INDEX COMPANY
1637 DUANE BOULEVARD KANKAKEE, ILLINOIS

For More Information Circle No. 228



RITE-LINE COPYHOLDER

WITH THE NEW TELESCOPIC EYEGUIDE

Accommodates all widths of copy from a machine tape to 20 inches. Price, including the new Telescopic Eyeguide: **$17.75** TAX EXTRA

FREE TRIAL OFFER. Write, asking us to send you a RITE-LINE Copyholder with the understanding you may return it without charge within ten days.

RITE-LINE CORP. 4409 39th Street, N.W. Washington 16, D.C.

For More Information Circle No. 131

SCHWAB

SCHWAB'S NEW FIRE AND BURGLAR RESISTING WALL SAFE

The Schwab Certified Label attached to the door of each safe is your Customer's guarantee that this wall safe has been furnace tested for one hour fire protection, at 1700° temperature.

Dimensions:	Wide	High	Length
Outside	13⅞	10⅝	17⅞
Inside	9½	6	13

Finish Smooth Gray—Shipping weight—50#

THE SCHWAB SAFE COMPANY
LAFAYETTE, INDIANA

For More Information Circle No. 133

NO RUBBER FINGERS!
NO MESSY SPONGES!

NOW! HANDLE PAPERS FASTER with amazing

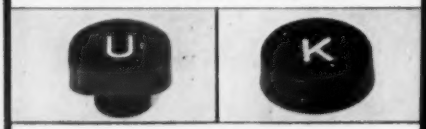
SORTKWIK

Greaseless . . . Stainless . . . Convenient
Creates tacky film on fingers . . . makes paper handling easier, faster, cleaner. At your stationer or send $1.00 for TRIAL OFFER of two full size containers . . . TODAY!

LEE PRODUCTS CO.
2736 LYNDALE AVE. SO., MINNEAPOLIS 8, MINN.

For More Information Circle No. 132

INTRODUCING . . . Two keytops that will fit **all** typewriters listed. **You** profit, by cutting your inventory and save more on the **low** prices.



The new "UNIVERSAL" (left) for—
Remington 17, KMC, Superwriter, Noiseless; Underwood Noiseless; L. C. Smith 2A, 6A, 7A, 8A; Royal KMM, KMG, HH; Underwood SS, 150; R. C. Allen and I.B.M. In green only.

The "KEY COVER" (right) for—
Remington 10, 12, 16; L. C. Smith 8 to 1A; Royal X, SX, K, KHM, KMM; Underwood 5, 6, 11, M, S; Woodstock. In grey, green.

PRICE — 12 sets, **$2.00** ea.; 50 sets, **$1.95** ea.; 100 sets, **$1.80** ea.

No discounts under 12 sets of any one style.

PEARL ENGRAVING CORP.
29 East 19th Street, New York 3, N. Y.

For More Information Circle No. 134

Joins Remington Rand

James L. Griggs

James L. Griggs, formerly vice president, methods and systems, of Craig Machine Inc., was appointed manager of sales development of the Remington Rand Division of Sperry Rand Corp., it was announced by Howard V. Widdoes, vice president and general sales manager. Mr. Griggs spent 16 years with National City Bank as a member of the branch administration staff and later in the personal credit department specializing in systems and methods procedures. He was also associated with Sperry Gyroscope Co. as coordinator of tabulating operations and, when he joined Craig Machine Co. in 1946, organized the systems and procedures and sales departments of that company.

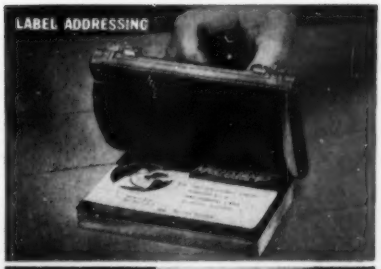
Verifax Promotion Manager

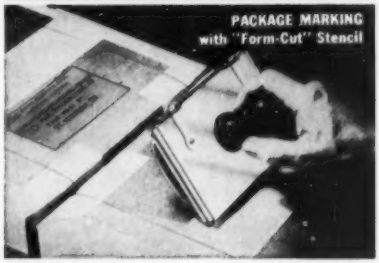
Donald W. McKibben

Donald W. McKibben is now in charge of sales promotion activities in connection with Eastman Kodak Company's Verifax process for offset. Mr. McKibben, a former weekly newspaper editor, has been connected with Kodak's Business Photo Methods Sales Division for the past two years. A member of the Kodak organization for the past 15 years, he served as a technical editor of Kodak publications from 1946 to 1953.

Foreign Representatives

Inserting & Mailing Machine Co., Phillipsburg, N. J., announced the appointment of nine sales representatives in Europe and Australia: P. A. Hakanson,





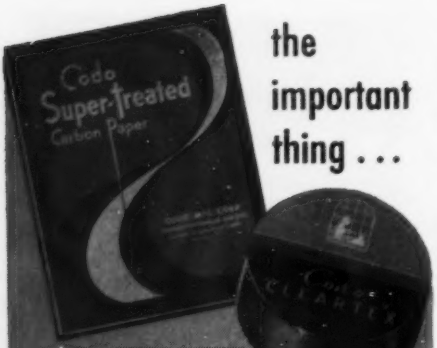
All this and more with the ORIGINAL Hand Stamp Stencil Duplicator. At Office or Shipping Room Supply Dealers.

MULTISTAMP
STENCIL DUPLICATOR ®
MANUFACTURED ONLY BY THE MULTISTAMP CO. NORFOLK, VIRGINIA

For More Information Circle No. 276

MANUFACTURERS OF DURALUMINUM
MANY STYLES HOLDERS FOR HANDWRITTEN SNAPOUT FORMS
SAUNDERS MFG. CO., INC.
P. O. BOX 243
WINTHROP, MAINE

For More Information Circle No. 277



the important thing . . .

about Codo—

CARBON PAPERS and RIBBONS

is the positive improvement you'll find in your originals and copies . . . the cleaner, sharper, always more legible impressions these fine products produce for you.

Codo, you see, uses only the world's finest materials . . . employs only the most scientific methods . . . inspects the quality CONSTANTLY.

• *MOREOVER — with each box of Codo Super-Treated Carbon Paper you receive, at no extra cost, Codo's famous Carbon Gripper — a patented device assuring perfect carbon copies every time. Order a box TODAY!*

Codo—MFG. CORP.

Factory: CORAOPOLIS, PA.

401 Wood Street, Pittsburgh 22, Pa.

79 Madison Ave. New York 16, N. Y. **564 W. Monroe St. Chicago 6, Ill.**

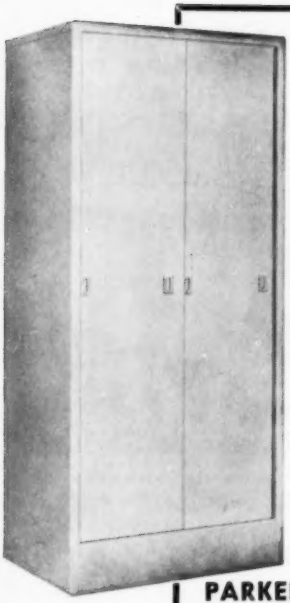
For More Information Circle No. 239

Hakanson & Co., Stockholm; Jorg Clausen, Oslo; Zante Zangheri, Adrema, in Milan and Rome with branches in Bologna, Florence, Genoa, Padua and Turin; Paul Barca, Business Efficiency Machines Ltd., London; W. A. McCowatt, director, Tondeliere Freres, Brussels; A. Haussmann & Co., The Hague; Fritz Pfankuch, Hamburg; Robit Reynaud, Paris; Scott & Hoare Pty. Ltd., Melbourne.

General Printing & Litho

General Printing & Lithograph Co., 1407 South Maple St., Los Angeles, announced the election of V. R. Youngquist, president, and J. R. Stewart, vice president. Both men were for many years associated with Charles R. Hadley Co. Mr. Youngquist was vice president and a member of the board of directors. Mr. Stewart was western division manager and a member of the board of directors. General Printing & Lithograph Co., in addition to regular printed and lithographed products, will distribute Service Line standard loose leaf forms and Timemaster Post-it-Once Writing Board forms and devices. All sales of Timemaster and Service Line forms will be through dealers.

Colorful point-of-sale display unit which holds three of the most popular models of Bates stapling machines: the Mercury, Model C and Mercury H30.



Electrically Welded Heavy Gauge Steel Construction Helps You Sell the

PARKER SLIDING DOOR CABINET . . .

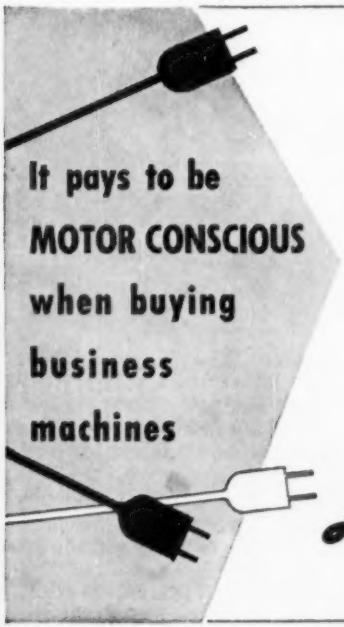
A NEW STEEL SLIDING DOOR CABINET . . . It's a must for business concerns. Saves valuable space . . . only one of its kind. Sell its many fine points . . . you'll profit! Sliding doors glide on ball bearings. Electrically welded. Four shelves adjustable every two inches. Available with lock optional to assure privacy. Available in baked enamel finish: Green, Grey, Grained Walnut and Mahogany.

CONSTRUCTION FEATURES • No swinging Doors to block aisle space • Adjustable shelves for Storage use or easily converted for Wardrobe use • Shelves easily adjustable within cabinet • Electrically welded construction throughout • Shipped SET-UP ready for immediate use (no nuts, bolts to fuss with) • Heavy gauge furniture steel throughout • Baked on Enamel finish in Grey, Green or Brown • Doors operate on large roller bearings which have continuous smooth operation.

	STYLE	DESCRIPTION	SIZE
THREE CONVENIENT SIZES	72SL	Steel Sliding Door, Storage or Wardrobe	72x36x18
	72SL-24	Steel Sliding Door, Storage or Wardrobe	72x36x24
SIX SLIDING DOOR MODELS	42SL	Steel Sliding Door, Storage	42x36x18
	42SLG	Glass Sliding Door, Bookcase	42x36x18
	30SL	Steel Sliding Door, Storage	30x36x18
(Available with lock on request.)	30SLG	Glass Sliding Door, Bookcase	30x36x18

PARKER STEEL PRODUCTS, INC. 56 North 11th Street Brooklyn 11, New York

For More Information Circle No. 135



Experienced buyers of business machines recognize the importance of obtaining quiet, dependable operation. This accounts for the increasing preference for office appliances driven by special application Lamb Electric motors . . . known for long-life and trouble-free performance.

THE LAMB ELECTRIC COMPANY
KENT, OHIO

In Canada: Lamb Electric — Division of Sangamo Company Ltd. — Leaside, Ontario

Lamb Electric
SPECIAL APPLICATION FRACTIONAL HORSEPOWER **MOTORS**

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For Your Annual
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Insist on a "Futuristic" 5-Star Platen for Best Results

Manufactured and Distributed to Office Machine Dealers by
AMES SUPPLY COMPANY
Contact your Local Typewriter Dealer

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Ticonderoga Commemorative

The stamp commemorating the 200th anniversary of the building of Fort Ticonderoga, N.Y., has a special significance for Joseph Dixon Crucible Co., pencil manufacturers. Dixon began its mining of graphite, chief ingredient of pencil

leads, in the Ticonderoga area 125 years ago, and now operates a refining plant there which processes graphite for the firm's Ticonderoga pencil line. The company sent its 20,000 customers in the U. S. and Canada a first-day cover carrying the stamp, cancelled by the Ticonderoga, N.Y., post office on Sept. 18.

NuArc N. Y. Office

Julian J. Koren is manager of the newly established New York office of NuArc Co., manufactuers of a complete line of graphic arts equipment for printing and duplicating. The new regional office, at 215 Fourth Ave., New York 3, was established to assist NuArc dealers and provide immediate service for NuArc equipment. No direct sales will be made; all orders must come through recognized NuArc dealers.

Gestetner Distributor

Whitin Business Equipment Corp., Whitinsville, Mass., has opened a new office at 4912 W. Madison St., Chicago, under the direction of Harry M. Nash, manager, who will handle sales and service of Gestetner Duplicators and supplies in Cook County. Another office was opened at 47 Gibbs St., Rochester, N.Y., where C. J. Waldron is manager. Whitin is sole Gestetner distributor in each area.

Substantially Reduces

NOISE

of Keyboard Graphotypes

SOUNTROL Noise Reducing Hoods, the result of many years' research by acoustic engineers, protect workers from tiring noise—increase production and work accuracy. Your Graphotypes can be relocated for better work flow when noise is eliminated and machine's appearance is improved. SOUNTROL Noise Reducing Hoods do not increase floorspace, retard ventilation not interfere with machine servicing. Write for full information today!

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Paycheck "Outlook" Envelopes are absolutely opaque, essential when wages are paid by check. Nothing shows but the employee's name. This improves personnel relations.
Send us check you now use and we will submit sample Paycheck "Outlook" Envelope and prices based on your estimated yearly requirements.

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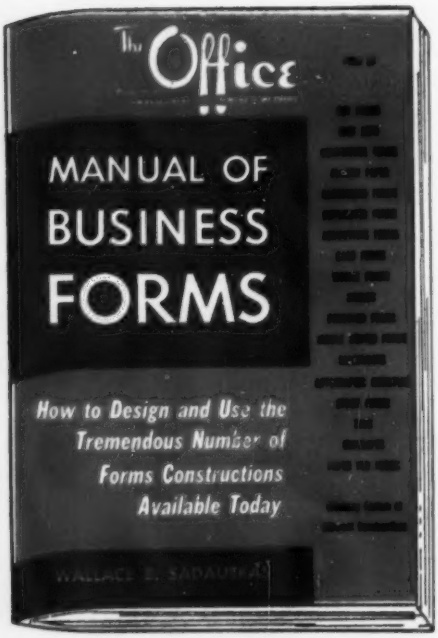
For More Information Circle No. 184



Learn all the basic principles of forms design and construction. Just published, illustrated with nearly 100 charts, examples and pictures, the Manual of Business Forms points out the many different varieties of forms available for use in business and industrial management.

For the first time, all the tremendous number of available forms constructions are described in a manner which allows the reader to select the best type for a particular business system. Time studies of forms processing operations are reduced to efficiency factor figures in easy-to-read charts which pinpoint the basic advantages and disadvantages of each type of construction. In addition, there are chapters on carbon paper, tags, envelopes and paper. Other chapters thoroughly cover duplicated forms, checks, pegboard forms, autographic registers, stock forms, manifold books, and many others.

The Manual includes many pages of informative advertising, providing a wide range of sources for the reader to use in selecting forms manufacturers and suppliers. $2 postpaid in U.S.A.

Office publications company

232 madison avenue, new york 16

BFI Fall Meeting

Business Forms Institute's fall outing meeting, Sept. 22-23 at Seaview Country Club, Absecon, N. J., was well attended by members and guests. Announcement was made of a cost accounting seminar for members, to be held in New York, Nov. 3-4, for the purpose of reviewing and bringing up-to-date the chart of accounts and cost accounting manual which was published by the institute several years ago.

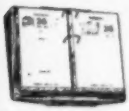
In discussing business conditions, it was brought out that sales volume for 1955 was up about 15% over a similar period in 1954 and it was expected that business would probably continue good for the foreseeable future.

Hygrade Moves

Hygrade Printing & Stationery Co., Inc., moved to new quarters at 480 Canal St., New York 13. Founded by Samuel B. Lane in 1920, this move puts Hygrade in its fourth location and facilities are all up-to-date and in accordance with the highest industrial factory and office standards.

This dealer mobile display unit emphasizes the attached staple remover feature of the Bostitch B8R stapler.

BE WELL-APPOINTED . . . ALWAYS



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The Calendars that work for you.

Moral: Use your Keith Clark Desk Calendar to arrive at important business and social engagements —calmly, efficiently, and socially relaxed.

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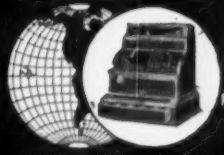

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BUSINESS FORMS

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or CANVAS & LEATHER

Mail Bags For Your Select Clientele

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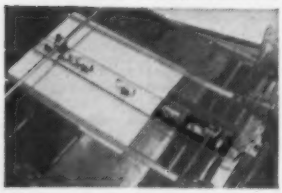
MASTER FEED CONTROL

Boosts Output, Cuts Spoilage
Easier Feeding ALL Stocks!



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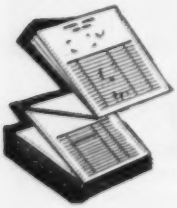
Another QUALITY development by American Lithofold. Exclusive "407" bond combined with special carbon paper . . . Proved *easier to read* right down to the 20th copy on electric typewriters.



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For More Information Circle No. 130

Harris-Seybold GSM

Harold W. Beder was named general sales manager for Harris-Seybold Co., Cleveland, according to Ren R. Perry, vice president—sales. Mr. Perry held the post since 1949, retaining it upon his election to the vice presidency in 1952. Mr. Beder was formerly general sales manager for Whitney Chain Co., Hartford, Conn. Prior to that, he was for more than five years an associate of McKinsey & Co., New York management consulting firm, as a specialist in sales organization and development.

New LeFebure Offices

Construction and furnishing have been completed on the new general offices of LeFebure Corp., Cedar Rapids, Iowa. Space was provided by a one-story addition to a portion of the main factory and office building. The addition comprises 8800 sq. ft. and frees approximately 7000 sq. ft. of previous office space for manufacturing purposes. Increased business made this expansion, the fourth in five years, necessary. All offices are now centralized to add efficiency to interdepartmental operations. Pre-fabricated steel walls, used in the shell construction, add to the decor of the offices. Mist green equipment blends with the tan and brown walls and tan marble tile. The offices are completely air-conditioned and scientifically lighted.

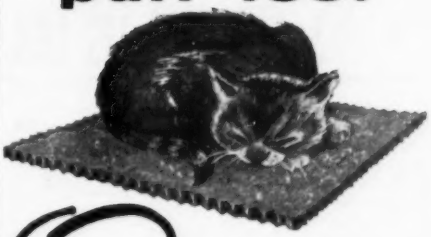
Charles E. Love

Charles E. Love, 45, executive vice president of Commercial Controls Corp., died Sept. 27. Mr. Love was formerly vice president in charge of sales of International Business Machines Corp.

Robert J. Brown

Robert J. Brown, 69, vice president and general manager of H. & M. Ribbon & Carbon Co., Seattle, died Sept. 20. Mr. Brown had been with H. & M. since 1922 and formerly was with Underwood Typewriter Co. He was also vice president of H. & M. Duplicator Corp.

purr-fect



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in your office with

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Absorbs the shock and deadens the sound of typing.

Made from genuine OZITE felt, with dent-proof top and skid-proof bottom.

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As We See It

The Demand for Convenience

IN MODERN BUSINESS, there is little non-productive work. At a recent meeting of the National Industrial Conference Board, Charles G. Mortimer, president of General Foods Corp., stated that critics who harp on the "high cost of distribution" forget that the large percentage of the labor force are necessary "middlemen" because they perform one or more of the series of motions which form the continuous stream of production-marketing-distribution.

These "middle people" include all transportation workers, all commercial bank employees, all who work in insurance companies handling business risks, all retail store personnel, all stockroom help, and all who work in the offices of these organizations. Included, too, are all who produce publications in which products and services are advertised, all who work in advertising agencies, radio and television, the printers of commercial literature and a considerable proportion of our postal employees. The list could be extended indefinitely.

At each step in the triple process of production - marketing - distribution, some motion or series of motions adds new value, utility or convenience to the product for the benefit of the ultimate consumer. Each motion serves three important ends: it makes jobs which help to support our economy; it builds new markets or broadens old ones, thus adding to business volume, and it creates capital and keeps money in motion or turning over. The entire process is one, huge production line that reaches from the source of raw materials to every neighborhood in the land. Convenience, according to Mr. Mortimer, is the big demand of the American buying public today.

One of the new "conveniences" demanded today, in both business and private life, is that of automatic operation. Mechanization has invaded the home in the form of a wide variety of automatic appliances for doing many things which used to be done by hand. It took power steering less than a year to become a "must" in better class cars and automatic transmission and power brakes are fast becoming standard. The trend is similarly progressing into the country's offices with potentials that are quite unknown and with attendant problems that challenge the best in our technicians and systems experts. Automation is the ultimate in super-convenience and it appeals to the American temperament.

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